

On-boarding New Interns: A Checklist for Partner Organizations

This document is intended to help internship supervisors to effectively on-board new interns. An effective on-boarding process can dramatically improve the performance of new interns, their comfort levels in a new environment, and reduce the time it takes for the intern to reach desired productivity levels.

<u>Onboarding Intervention</u>	<u>Response/Comments</u>	<u>Date Completed</u>	<u>✓</u>
Orientation			
Company mission, values and products discussed with intern.			
Intern introduced to key contacts within (and external to) the company. Organizational chart provided (if applicable).			
Provided intern with keys/access cards; pens, pencils, etc.			
Intern provided with computer or other equipment required to perform her/his duties; include password and instructions			
Intern provided with phone and associated instructions.			
Intern provided with relevant company documentation and manuals.			
Compensation details and processes explained and all relevant resources provided.			
Introductory Meeting with supervisor (and mentor if different).			
Training & Development			
Intern provided with Health & Safety and other relevant training (software etc.) according to company policies			

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Training plan provided outlining the schedule of upcoming training, its relevance and potential application.			
Provide schedule and access to professional development training or online resources (if applicable).			
Mentorship & Networking			
Welcome letter before start day to outline start date, parking, start/end times, payroll procedures, and other information they will need. Briefly outline the role they will play and the team they will join.			
Other employees briefed on the new intern, their role, goals, and the expected supports they may need to provide them.			
Mentor assigned with clear understanding of Intern's background, training, schedule, role, responsibilities, access and timelines. Mentor clear on their responsibilities, time allotted to direct mentorship, and engaged in the role of mentor.			
Specific mentor/mentee meeting dates established and communicated to intern. Expectations regarding approaching mentor in times that are not formerly scheduled (e.g. drop-by, put an appointment in their calendar, go through an intermediary like an office administrator).			
Welcome note on desk other things your organization does to new employees to make them feel welcome on their first day (if applicable/ appropriate).			
Invite intern to your organization's Facebook and/or LinkedIn groups, company intranet, etc. (if applicable/appropriate)			

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Invite intern to company social events, networking opportunities, etc. (if applicable/appropriate)			
Goals, Scope & Timelines			
Work plan provided to intern with duties, timelines, available resources and quality expectations. May also include contact information of staff that the intern can come to for questions in specific areas.			
Agenda for first two weeks			
Evaluation & Feedback			
Scheduled weekly, monthly meetings and explain feedback and process.			
Explain the evaluation process and the criteria that will be used. Ensure that the University, student intern, and organization are in alignment.			