

Intern Orientation Checklist

Experience shows that employers who take adequate time at the beginning of the internships to orient the young people reap productivity and effectiveness more quickly than those who do not. To help acclimate interns, take time to conduct an orientation session.

Explain the Mission of the Organization

- What is the history of the organization?
- What is unique about your product or service?
- Who benefits/utilized your product or service?
- What are the organization's current objectives?
- How may the intern contribute to those objectives?

Explain the Organizational Structure

- What does the organization chart look like?
- Who, specifically, is the intern's supervisor?
- What is the intern's department responsible for?
- How are decisions made?
- To whom does the intern go with questions?

Outline Organizational Rules, Policies, Decorum and Expectations

- Is there special industry jargon?
- What are the specific work standards and procedures?
- What access to the supervisor (days, times, duration, etc.) does the intern have?
- How do the computer, mail and telephone systems work?
- What are the approved forms of communications?
- What safety regulations are there?
- What forms or reports need to be completed and when?
- Are there security or confidentiality issues that the intern should be aware of?
- What is acceptable with regard to dress and appearance?
- How should they maintain their work areas?

Outline Logistical Information

- What is the interns work schedule (dates/times)?
- Where should the intern park?
- What is appropriate dress for the internship?
- What is the process for report time worked?
- How do the computer, mail, and telephone systems work?
- Where is the lunchroom/cafeteria? The restrooms?

Provide Tour of the Work Facility

Adapted from University of Memphis Internship Program
<http://www.memphis.edu/internships/employerhome.php>