INTERNSHIP ORIENTATION CHECKLIST

Intern _______________________________ Date _______________________________

Supervisor ______________________________

Welcome and Introduction
- Company philosophy, goals and purpose

Tour of Workplace
- A tour of the workplace
- An overview of the company safety plan
- Introductions to co-workers

Tour of Employee Facilities
- Rest rooms
- Lunch room
- Where to store personal belongings
- Other _________________________

About the Company
- Discuss company organizational structure
- Review type of business, products, services
- Overview of who the customers are
- Other _________________________

Department/Position Specifics
- Explanation of work schedule
- Review of dress and conduct code
- Review of hours, breaks and lunch policies
- Location of time clock or sign-in
- Attendance requirements, including procedures for calling in when absent
- Relationship to working with other departments or co-workers

Job Specifics
- How to use the phones and office equipment
- Supplies, paper, pens, etc.
- Job description, Work-Based Learning Plan and evaluation process
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**Safety Training**
- Safety plan
- Special hazards
- Accident prevention

**Supervisor Expectations**
- Dress code including clothing, hair and jewelry
- Work performance including productivity and work habits
- Company culture

**Materials**
- Copy of personnel handbook
- Organizational charts
- Telephone directory
- Security procedures

*In general, supervisors should*

- Clearly define expected outcomes and timelines upon commencement of internship.
- Use the Work-Based Learning Plan as a guide for the internship.
- Provide frequent, honest feedback to the intern, as this is a learning experience, as well as a job.
- Present opportunities for students to develop skills necessary for success in your industry, providing any initial instruction or information as required for skill development.
- Communicate regularly with the student’s teacher.