**TRAINING/ORIENTATION CHECKLIST**

Experience shows that employers who take adequate time at the beginning of the internship to properly train the student reap productivity and effectiveness more quickly than those who don’t. To help acclimate interns, please take time initially to:

**EXPLAIN THE MISSION OF THE ORGANIZATION**

• How did the organization start? Why?

• What is unique about your product or service?

• Who benefits from your product or service?

• What are the organization’s current objectives?

• How may the intern contribute to those objectives?

**EXPLAIN THE ORGANIZATION STRUCTURE**

• Who reports to whom?

• Who, specifically, is the intern’s supervisor?

• What is the intern’s department responsible for?

• How are decisions made?

• Which personnel can answer different kinds of questions?

**OUTLINE ORGANIZATIONAL RULES, POLICIES, DECORUM AND EXPECTATIONS**

• What access to the supervisor (days, times, and duration) does the intern have?

• How should they process requests?

• How do the mail and telephone systems work?

• What are the approved forms of correspondence (phone, email, etc)?

• By what safety regulations must they abide?

• Is there a procedure for signing off completed work?

• Are their security or confidentiality issues the intern needs to be aware of?

• What is acceptable with regard to dress and appearance?

• How should they maintain the premises and their work area?

**DEFINE THE INTERN’S RESPONSIBILITIES**

• Go through the approved Internship Plan with the student

• What projects will be assigned to him/her?

• What training, if any, is necessary?

• What tasks can be completed without supervisory approval?

• Do other employees understand the intern’s role?

**MONITOR THE INTERN’S ADJUSTMENT AND UNDERSTANDING**

• Make yourself visibly available to the intern

• Your high school Internship Coordinator will periodically check in. This is also the person to call if you are having any issues with your intern. Assign someone at your business to “check-­‐in” with the intern

• Provide feedback and constructive criticism

• Encourage the intern to ask questions