

# SAMPLE ORIENTATION CHECKLIST

- Review Organization and Department Missions**
- Explain Need-to-Know Items**
  - Parking
  - Workstation
  - Specific Work Dates/Times
  - Office Hours/Breaks/Lunches
  - Pay Period and Payment Information
  - Receive Contact Information from the Intern(s)
  - Computer Use Policy
  - Equipment Policies
  - Smoking Policy
- Review the Internship**
  - Job Description
  - Expectations
  - How the Internship Relates to the Company
  - Action Plan
- Review Company Standards**
  - Performance Standards
  - Attendance and Punctuality
  - Conduct in a Corporate Environment
  - General Appearance and Expected Attire
- Explain the Work Process**
  - Job Authority and Responsibility
  - Tact and Concern
  - Resources and Secretarial Assistance
  - Weekly Meetings
  - Open Door Policy
  - Two-way Communication
  - End of Internship Evaluation
- Orient the Intern to the Work Areas**
  - Notify All Staff of the New Intern
  - Provide a Tour of the Facility
  - Introduce the Intern (Name, School, Department, Applicable Projects/Duties)
  - Make Personal Introductions and Explain Work Relationships
  - Allow the intern time to meet with their mentor if not already done
  - Provide a Security Card (if required)
- Begin the Internship**