

Make your Career

here Intern Orientation Checklist

Intern Orientation allows interns to get adjusted to working in your office. Below is a list of topics that should be part of the orientation process. To ensure all topics are discussed, please place a check by those items that were reviewed. Both the supervisor and the intern need to sign and date at the bottom of the page before sending it to your human resource manager.

Welcome

- Tour office and intern's work space.**
 - Include break area and restrooms.
- Introduce key staff and immediate coworkers.**

General Orientation

- Review information in the intern handbook.**
 - Go over work schedule, breaks, time off, dress code, travel requirements and procedures.
 - Review confidentiality and security section.
 - Review the time keeping system and pay process.
 - Review state policies and how they apply to the intern.
 - Go over the supervisor and intern evaluation forms. These should be filled out at the end of the internship.
 - **Intern:** <https://www.surveymonkey.com/r/sdintern2020>
 - **Manager:** <https://www.surveymonkey.com/r/sdmanager2020>
 - Give the intern a copy of the handbook and highlight the anti-harassment policy.
- Review agency information.**
 - Discuss the role and mission of the division and department.
 - Explain the organizational structure of the agency and provide copy of the agency organizational chart.
 - Identify key personnel including who to go to for specific services and assistance.
 - Review agency specific policies and procedures.
 - Identify any agency specific jargon and acronyms.

Internship Objectives

- Identify and explain the projects that will be assigned.**
 - Indicate who will be providing direction on each project and who else will be working with them on each project.
 - Discuss the types of training that will be necessary and how it will be provided.
- Explain how the intern fits into the agency.**

Supervisor Signature _____ Date: _____

Employee Name (Print) _____

Employee Signature _____ Date: _____

Please return this signed form to your human resource manager.