**Internship Onboarding Checklist for Supervisors**

This checklist serves as a customizable general guide to assist employers in creating a structured onboarding experience for interns. Users are encouraged to customize this checklist to suit the specific needs and context of their organization.

The items listed may not apply to all internship programs, and modifications may be necessary to align with company policies, industry standards, and the unique requirements of each intern role.

Pre-Arrival Preparation

* **Set Up Work Environment**
  + Assign a dedicated workspace for the intern.
  + Ensure all necessary equipment (computer, phone, supplies, etc.) is available
  + Prepare access to required software and tools.
* **Define Goals and Projects**
  + Identify responsibilities for the intern.
  + Outline specific projects or tasks the intern will work on, aligned with their skills and interests.
* **Assign a Mentor**
  + Designate a team member to help support the intern and navigate the organization.
* **Prepare Onboarding Materials**
  + Create a welcome packet (company overview, culture, policies, and procedures).
  + Develop a detailed schedule for the first week.
* **Plan Orientation** 
  + Schedule a formal orientation session for the first day.
* **Pre-Start Communication**
  + Send a personalized email from the supervisor welcoming the intern and providing first-day details.

Day One Essentials

* **Welcome Meeting**
  + Conduct a meeting to introduce the organization’s culture and meet key team members.
  + Review office procedures, working hours and flexibility, call-off procedures, project deadlines and milestones, communication frequency, and performance review criteria.
* **Office Tour**
  + Provide a tour of the office and key areas.
* **Review Company Policies**
  + Discuss important policies (dress code, communication, safety).
* **Set Up Accounts and Tools**
  + Ensure access to necessary systems (email, project management tools).
* **Meet with Mentor**
  + Facilitate an introduction to the assigned mentor.

First Few Weeks

* **Regular Check-Ins**
  + Schedule weekly one-on-one meetings for feedback and support.
* **Set Learning Objectives**
  + Encourage interns to establish personal learning goals.
* **Encourage Networking**
  + Introduce interns to other departments and team members.
* **Provide Specific, Actionable Feedback**
  + Share feedback regularly on performance and projects.

After Onboarding

* **Conduct Regular Check-Ins**
  + Conduct regularly scheduled check-ins to maintain ongoing support and engagement.
* **Stay Connected**
  + Encourage ongoing communication and networking.
* **Have Career Conversations**
  + Discuss the potential for future employment or internships.

Additional Notes

* **Documentation**
  + Keep a record of onboarding materials and feedback.
* **Celebrate Milestones**
  + Acknowledge intern achievements throughout the internship.