WEEK 1 SUPERVISOR-INTERN CHECKLIST

Foundational Elements

* Confirm relevant equipment and access (keys, data & communication systems, technology, etc.)
* Confirm availability of tools, materials, supplies needed
* New hire set-up (e.g., payroll) completed
* Ensure colleagues’ awareness (intern is joining, their projects and tasks, their key collaborators)

Getting Started

* Intern completes general new employee orientation
* Review relevant org charts and discuss how teams and individual work together
* Review company mission, vision, values, relevant history, customers, products and services
* Discuss organizational culture

Introductions

* Co-workers and team members
* Relevant managers and project leaders
* Relevant customers or external partners

Social and Team Building

* Day 1 social opportunity: \_\_\_\_\_\_\_\_\_\_\_\_
* Week 1 social opportunity: \_\_\_\_\_\_\_\_\_\_\_\_

Tours and Tools

* Locations of key team members, managers
* Locations of public areas (breakrooms, cafeteria, restrooms, etc.)
* Location of key office equipment
* Storage areas and supply cabinets
* How to access relevant tools & resources

Workplan, Goals and Expectations

* Review position goals/objectives/deliverables
* Discuss intern’s personal goals, what they hope to achieve
* Review workplan and discuss revisions
* Finalize workplan
* Discuss performance evaluation- how and when
* Review calendar