

## Intern Orientation to the Workplace

Thank you for providing internships to our students! This internship will help prepare them for college and career success, and it starts today. Orientation day is critical for the interns as it helps set the standards for the rest of the internship. Assume the interns have no knowledge of your working environment. Go above and beyond in explaining the following items and periodically check for understanding.

Here is a checklist of items to cover during your internship orientation:

During the Intern Orientation, Give Emphasis to:	
	Reception area and administrative support staff that may be points of contact for the interns.
	Kitchen/Break area and proper protocols (i.e. washing dishes, storing food, consuming food, shared utensils or food containers).
	Emergency exits. Point out all emergency exits and the fact that elevators may not be operational during an emergency. Be sure to follow the most practical emergency exit to the location outside where the intern should meet with coworkers during an emergency.
	Copy room. Point out proper protocols to be used in the copy room (i.e. copy codes for projects, disposal and recycling).
	Internship supervisor desk or office area.
	Intern's desk or office area. Point out protocol for eating, recycling, trash, desk cleanliness, etc.
	Conference rooms. Point out how to reserve and use conference rooms and protocols for leaving the room after use.
	Be sure to introduce the intern to as many staff as possible, making introductions, including the person's role in the company. Point out proper methods to communicate with office staff and people to contact or report to when you are away from the office. Always have a second and third point of contact for interns.

General Orientation Checklist:	
	Discuss the use of mobile devices and company property (i.e. proper internet usage).
	Explain the protocol for reporting a completed task.
	Present an overview of company products and services. Interns should have previously done research. Point out organizational structure and functions of various departments.
	Discuss skills the intern wants to develop during the internship.

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