

Intern Orientation Checklist

We recommend intern supervisors use this for first-day orientation with interns.

Intern Name: _____

Supervisor: _____

Company & Department: _____ Time/Date of Orientation: _____

I. Welcome and Introduction

- What it means to work at this company

II. Workplace Tour

- Overall tour of facility
- Check-in procedures
- Tour of workspace
- Exits, evacuation routes
- Introduction to staff

III. Tour of Employee Facilities

- Restrooms
- Parking
- Break Rooms
- Telephones
- Storage for personal belongings

IV. About the Company / Organization

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers/clients are
- Other branches or divisions

V. Department Specifics

- Telephone number and address
- Explanation of work schedule
- Location of time clock/sign-in
- Attendance requirements
- Working with other dept./employees
- Hours/break times (if applicable)

VI. Job-Specific

- Location of necessary supplies
- How to use phone/office equipment
- Job description & training plan
- Evaluation procedures

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VII. Safety Training

- Stairwell/fire exits
- Fire extinguishers
- Special hazards
- Accident prevention

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry)
- Performance expectations
- Company culture (teamwork, service, values, etc.)

IX. Materials / Technology

- Computer or laptop (if needed)
- Security/login procedures
- Personnel handbook
- Organization chart
- Telephone or email contacts

Orientation Completed:

Intern Signature / Date:

Supervisor Signature and Date:

