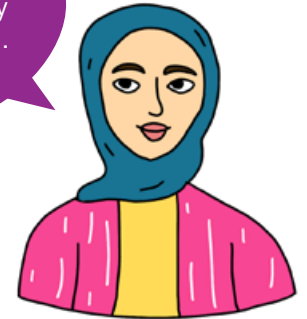# ONBOARDING CHECKLIST

Here is what I need to prepare for my first day with you.

Equipment

- ☐ What digital equipment does your intern need? (i.e. laptop, desktop, hotspot, etc.)
- ☐ What materials might your intern need? (i.e. calculator, stapler, paper clips, paper, pen, pencil, etc.)

Space

- ☐ Will your intern need a desk and a chair?
- ☐ Where in their office be set up?
- ☐ Are there virtual spaces?

Access

- ☐ Do they need access to a particular virtual environment (Zoom Personal Room, Teams Access, etc.)?
- ☐ Do they need to get an access card to enter the building?
- ☐ Do they need access to any virtual workspaces that are password protected?

Connectivity

- ☐ Do interns have reliable internet access?
- ☐ Do they need a hotspot to have reliable access at home?
- ☐ Do interns have login credentials to access the internet at work?

Getting to Work

- ☐ How is parking at the office building?
- ☐ How is public transportation?
- ☐ Are there any virtual room or workspace expectations (i.e. "We check-in on Slack every day at 9:00 am")? How will these expectations be communicated to interns?

Policies and Procedures

- ☐ Have interns been made aware of the company code of conduct?
- ☐ Have the code of conduct and policies/procedures been provided?
- ☐ Are interns aware of policies and procedures surrounding workplace harassment?
- ☐ Have interns been given a point of contact for a specific person in HR they reach for support?

Goal Setting

- ☐ How will you set goals and expectations for your intern?
- ☐ What are actionable goals and expectations for this time period?

Workflow

- ☐ What is the workflow style that you plan to use with your intern?
- ☐ How will this workflow be communicated to your intern?

Networking

- ☐ How can you connect your intern with other interns?
- ☐ How can you connect your intern with other colleagues?
- ☐ Are there engagement opportunities you can invite them to (i.e. brown bag lunches, seminars, networking events, etc.)?

Scheduling

- ☐ Is there a weekly team meeting that your intern should be a part of?
- ☐ Did you schedule weekly check-ins?
- ☐ How will you orient your intern when they first arrive?
- ☐ Do you plan to take your intern out to lunch?
- ☐ Will you do any farewell gatherings as they prepare to end their internship?

Projects

- ☐ What is your intern's primary project?
- ☐ If they finish working on it before their internship is over, what might they be able to work on next? While they might not finish work early, it's good to have it planned out instead of trying to come up with something meaningful on the spot.