

---

---

## First Day Checklist

The goal of this checklist is to support Host Employers as they create a meaningful and intentional internship experience for their Career Ready Intern (s).

- Internship “job” Description – Have a clear idea (or concept) of the duties you would like the intern to perform. Putting this in writing is helpful.
- Supervision (IMPORTANT) – The intern must be assigned to someone within the organization who will train the intern, oversee his or her work, and be his or her “go to” person. The intern will collaborate with their supervisor to develop their learning objectives after they begin the internship.
- Work Space – Desk, chair, computer, equipment, access to phone, company network, email (if necessary).
- Provide clear expectations – dress code, rules and regulations of the organization.
- Explain essential duties and functions of the internship.
- Provide a variety of tasks while accommodating the needs of the organization.
- Conduct an orientation – mission, organization chart, tour, safety, and parking.
- Make introductions to staff members.
- Verify work schedule – interns will work up to 25 hours/ week. Also, discuss arrangements for missing time and calling in sick.
- Collaborate with the student to develop the learning objectives.
- Encourage an open-channel of communication.
- Include the intern in meetings or events.
- Provide constructive criticism - encourage professionalism by assisting the intern in developing human relations skills, decision-making abilities, and navigating office culture.
- Prepare information covering any relevant worksite emergency procedures.
- Establish timesheet sign off procedures to establish consistency.