

## A CHECKLIST TO WELCOME YOUR INTERN

### Things to Consider Before Your Intern Arrives

The following suggestions may assist you as you prepare for your intern to arrive. This list is not all inclusive, and some items may not apply; you may want to check with your Human Resource Department.

- Complete identification card forms and set appointment for ID pictures if needed.
- Determine where the student shall park his/her car when arriving at the internship.
- Determine who shall confirm internship hours and sign timesheets.
- Obtain work space and phone and set up voice mail, if necessary.
- Order basic office supplies and a company telephone directory, if needed.
- Obtain a computer terminal, and define password and login procedures, if needed.
- Make arrangements for departmental rotation sponsor coverage.
- Arrange for student orientation to company procedures and policies.
- Inform the work group that someone new is coming.
- Assign the intern to a specific mentor or group.
- Other items I need to do:

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**Experience is the Key to Future Success!  
Sponsors are the Key to Experience!**