

# ONBOARDING CHECKLIST

(IN PERSON AND REMOTE OPPORTUNITIES)



Use the checklist below as a guide to ensure your interns understand their responsibilities, the organization, policies, and expectations.

- Introduce intern to your policies, company culture, their role, expectations for their behavior, and dress guidelines.
- Confirm intern's IT equipment and capabilities.
- Ensure that intern understands how to use chosen communication tools such as MS Teams, Zoom, G Suite or MS Office; provide training as needed.
- Set clear communication expectations:
  - How often do you expect to be in contact with the youth participant?
  - What timeframe is acceptable for responses to emails?
- Are there any recurring meetings or deliverables participants should be aware of?
- Set up introductory meetings with other key team members and choose a daily or weekly meeting time.
- Provide the weekly schedule – ensure the intern is clear on start/end times, lunch time, etc.
- Review the timesheet submission process; contact your provider if you or the participants have any questions.
- Review expectations for the rest of the week.