



Orientation Checklist

This checklist will help employers acclimate an intern to the work environment.

Orientation Session

- Provide a welcome to the organization
- Provide an overview and/or organizational chart
- Provide company literature: annual report, brochures, newsletters, etc.
- Provide and discuss position description

Policies and Procedures

- Review policies and procedures
 - Appointments and meetings
 - Attendance and punctuality
 - Dress code
 - Leave times
 - Safety and emergency procedures/security
- Discuss workplace codes of conduct
- Discuss "non-negotiable" policies
 - Drugs/alcohol
 - Theft
 - Vandalism
- ID badges/keys
- Timesheets

Tour and Staff Introductions

- Conduct tour of facility
 - Common areas
 - Department locations
 - Offices/work stations
 - Restrooms
 - Where to eat: cafeteria, staff lounge and other places
 - Where to store food: Refrigerator, pantry and other places
- Introduce interns to staff

Supplies and Workplace Equipment

- Provide youth/young adult with work supplies
- Explain use of workplace equipment
 - Computer
 - Fax
 - Photocopier
 - Telephone
 - Passwords/codes

Supervision

- Discuss evaluation of job performance
- Establish a supervision meeting schedule

Adapted from Federation of Protestant Welfare Agencies: Youth Workforce Toolkit: A Standard Employer Guide to Support Youth and Young Adults in the Workplace