

Site Supervisor Onboarding Checklist

Before the internship

- Ensure that employer paperwork and background checks are completed the official start date
- Confirm start date and weekly schedule with intern, advise her/him on dress code and what to expect on the first day
- Set up a workstation (if applicable) for intern (provide key, email, computer, desk, etc.)
- Prepare orientation schedule/training for the intern for the first week of the internship

First week

- Take the intern on a tour of the facility and introduce him/her to the staff
- Provide training about the agency/organization systems and procedures
- Schedule weekly or bi-weekly meeting with the intern
- Review general day-to-day responsibilities
- Explain how the intern's assigned duties/projects will add value to the agency
- Review the intern's learning agreements

During the internship

- Provide feedback on the intern's performance and address any areas of improvement
- Communicate feedback from team members and other employees
- Ask for feedback from the intern about his/her experience
- Allow for time to answer questions the interns may have

End of Internship

- Fill out the final internship evaluation form
- Provide any additional feedback to the Faculty Advisor and/or Experiential Learning Coordinator