

Sample Orientation Checklist

Employee Name:

Orientation Date:

Company Overview	Introductions Mission and Values History of Company Customers Products/Services Current Objectives Interns Contributions to Objectives	<input type="checkbox"/>
Company Structure	Chain of Command Intern Direct Reports Intern's Department Function Decision Making Process Who to Ask for Help Facility Tour	<input type="checkbox"/>
Rules, Policies, & Expectations	Industry jargon Work Standards and Expectations Supervisor Access (Days, Times, and Duration) Processing Requests How to Work Telephone and Mailing Systems Safety Regulations Getting Work Signed off Security and Confidentiality Dress Code Workplace Environment Any Other Rules for Interns to Follow	<input type="checkbox"/>
Intern's Responsibilities	Clear Job Description Project Overview Resources Available Additional Trainings How to Interact with Customers	<input type="checkbox"/>
Monitoring the Intern	Make Yourself Visible Provide Feedback Encourage Questions How the Intern Will be Monitored	<input type="checkbox"/>