## Sample Orientation Checklist

| Company Overview | Introductions  
|                 | Mission and Values  
|                 | History of Company  
|                 | Customers  
|                 | Products/Services  
|                 | Current Objectives  
|                 | Interns Contributions to Objectives  
| Company Structure | Chain of Command  
|                 | Intern Direct Reports  
|                 | Intern’s Department Function  
|                 | Decision Making Process  
|                 | Who to Ask for Help  
|                 | Facility Tour  
| 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  
| Intern’s Responsibilities | Clear Job Description  
|                 | Project Overview  
|                 | Resources Available  
|                 | Additional Trainings  
|                 | How to Interact with Customers  
| Monitoring the Intern | Make Yourself Visible  
|                     | Provide Feedback  
|                     | Encourage Questions  
|                     | How the Intern Will be Monitored  

Employee Name: [Enter Name]  
Orientation Date: [Enter Date]