**Internship Orientation Checklist**

**Intern:** Click here to enter text.

**Supervisor:** Click here to enter text.

**Time/Date of Orientation:** Click here to enter text.

**I. Welcome and Introduction**

* What it means to work at this company

**II. Workplace Tour**

* Overall tour of facility
* Tour of work area
* Fire extinguishers, fire escapes, exits, evacuation routes
* Introduction to staff

**III. Tour of Facilities**

* Restrooms
* Parking
* Lunch rooms
* Telephones
* Storage for personal belongings

**IV. About the Company**

* Discussion of company structure
* Key people in the company
* Type of business, products, services
* Who our customers are
* Other branches or divisions

**V. Department Specifics**

* Telephone number and address
* Explanation of work schedule
* Location of time clock/sign-in
* Attendance requirements
* Working with other departments/employees
* Hours
* Break times
* Lunch time

**VI. Job-specific Issues**

* Location of necessary supplies
* How to use phone/office equipment
* Job description
* Training plan
* Evaluation procedures

**VII. Safety Training**

* Stairwell/fire exits
* Fire extinguishers
* Special hazards
* Accident prevention
* Safety training log, updated as needed

**VIII. Supervisor's Expectations**

* Dress code (hair, clothing, jewelry, etc.)
* Performance expectations
* Company culture (teamwork, service, values, etc.)

**IX. Materials**

* Personnel handbook
* Organization chart
* Telephone directory
* Security procedures
	+ Required documentation (The student's Personalized Learning/Training Plan contains documentation required by Ohio child labor laws, copies of which must be maintained on-site in the student's personnel file as well as at the school.)