

— INTERN —

ONBOARDING CHECKLIST

- Reach out to your intern at least one week prior to start date to confirm schedule, advise on dress code, and outline what to bring on the first day.
- Contact the admin in your office to ensure that the intern is properly set up.
- Contact IT to grant the intern access to any systems necessary.
- Obtain a key FOB (if necessary)
- Set up workstation with:
 - » Computer
 - » Phone
 - » Notebook
 - » Pens
 - » Lamp
- Prepare onboarding packet with:
 - » I-9 form
 - » W-4 form
 - » M-4 form (or other state form)
 - » Direct deposit form
 - » Emergency contact form
 - » Log-ins
 - » Company overview
 - » “Meet the Team” profiles
 - » Introduction to systems
- Schedule training:
 - » Tour: Team member
 - » Paperwork: HR
 - » Company: Team Lead
 - » Day-to-day: Team members and mentor
 - » Tools: Mentor (if needed)
 - » Office procedures: Mentor
- Send an e-mail to the office the day before to let them know the intern is starting.