

MENTOR CHECKLIST

- Introduction (meeting during orientation)
 - » Review office etiquette and procedures.
 - » Confirm weekly schedule.
 - » Schedule 15-minute weekly or monthly check-in meeting.
 - » If they will be receiving credit, ask if anything will be required from you over the course of the internship (interviews with mentor, sign-offs, etc.).
 - » Review general day-to-day responsibilities (projects, etc.).
 - » Explain how their assigned projects will add value to the company or the portfolio.
 - » Provide a brief training on any systems they will need to use.
 - » Ensure they return paperwork to the proper person.
 - » Explain time sheet procedures.
- Check-in Meetings
 - » Provide feedback on their performance and address any areas for improvement.
 - » Communicate any feedback from the team members and other employees.
 - » Obtain feedback from the intern on the company, the projects, and team members.
 - » Discuss the status of any projects they are involved in and address any impediments.
 - » Clarify the impact their project is going to have on the firm or portfolio company.
 - » Allow them to bring up any non-urgent issues, questions, or impediments.
- Approve and submit their time sheet (see procedures below).
- Maintain responsibility for keeping the intern on track with projects.
- Encourage the intern to interact with other teams within the company, whether on a professional basis or during events.

PROCEDURES FOR SUBMITTING TIME SHEETS

- Interns are generally paid hourly and on the same schedule as regular employees.
- To assist the finance team in this process, certain procedures should be put in place, for example:
 - » Time must be submitted by a deadline (e.g., a full three business days prior to paydays).
 - » A standardized document name should be used (e.g., “Last name, First name - Timesheet - Date”).
 - » Mentor approves time sheet and sends to Team Lead for final approval.
 - » Team Lead approves the time sheet and sends it to payroll. If there are multiple interns working on different teams within the company, all time sheets should be sent to one representative who will send them to payroll.
- If the intern misses a pay period or submits a time sheet late, submitting double the following pay period should be permitted.