

Intern Orientation Checklist

Legal Requirements

- Application, W-4, I-9 & required proof of citizenship
- Company Policies on EEO, Harassment, Drug Testing
- Company policies on proprietary information, use of company provided computer, cell phone, conflict of interest, no compete clauses, etc.

Housing

- Assistance if not within commuting distance of student's home

Compensation

- Work Hours
- Pay Scale - Salaried or Hourly
- Provisions for Overtime
- Benefits
 - o Any provided?
 - o Would time spent at internship accrue if intern becomes a permanent employee after graduation?
 - o Company provided cell phone?
 - o Company provided vehicle?
 - o Mileage paid if intern uses personal vehicle on company business?
- Union Considerations

Miscellaneous

- Job Description & Company Culture
- Dates of Employment
- Primary Supervisor / Mentor
- Summary of Anticipated Internship Work Tasks
- Performance Expectations
- Safety Orientation
- Pre-Employment Physical Exams

Internship Evaluation

- Explain Evaluation by Student and Company