

Employer's Toolkit

Intern starter checklist

People Leader Tasks

Two weeks
before start
date

- 1 Complete any form of new starter request and begin the process of getting your intern set up with an email address, system access, logins etc

One week
before start
date

- 1 Chat to the wider team to let them know the intern/s are starting
- 2 Ensure the intern/s has a mentor and buddy assigned to them
- 3 Block out your diary so you can focus on your intern
- 4 Make sure that the intern/s desk is set up with a laptop, notepad, pen + any other resources they will need
- 5 Think about organising a desk assessment in their first week
- 6 Add the intern to any relevant weekly or recurring meetings as well as any communication channels i.e slack



SUMMER
OF TECH

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Intern's first day

- 1 Welcome your intern and start with a tour of the office including toilets, kitchen and of course where they will be sitting
- 2 Introduce the intern to the team/s
- 3 Go over health & safety policies and any procedures, emergency exits and assembly areas
- 4 Ensure they are across company policies
- 5 Talk through what their first week looks like and what to expect
- 6 Let them have some time to read over anything important and get familiar with any internal systems

Intern's first week

- 1 Go through their job description and any work plan/projects, be clear on their role
- 2 Get them in the habit of taking morning tea and lunch breaks by inviting them to have lunch at the same time as you for a few days, introduce them to people you meet in the lunch area

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- 3 Go over any extracurricular or social events/activities the intern can get involved in
- 4 Layout a rough schedule of work for the first couple of weeks
Talk through what their first week looks like and what to expect
- 5 Collect any signed tax forms, confidentiality agreements, code of conduct and any other important documents
- 6 Cover off when payday is and what to do if they need to call in sick, go over annual leave entitlements
- 7 Have a welcome morning tea with the team
- 8 Ensure you check in to find out how the first week has gone



One-three
months

- 1 Ensure your intern has daily tasks to work on
Introduce the intern to the team/s
- 2 Keep checking in with your intern to ensure that they feel supported and that they are enjoying their internship
- 3 Set a realistic expectation about whether the internship is likely to be extended or not