

## Intern Orientation Agenda

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The first impressions an intern has of an organization will shape both the quality of their work and how seriously they take the position. Starting with a formal orientation will set a standard that your organization has high expectations of the entire team, and is also willing to invest in a collective buy-in for those expectations. This orientation also helps reduce the time wasting questions like “How do I get paid?” or “Who do I ask about x?”

At Whole Whale, we have a formal Day One onboarding process that includes a roughly 3-hour-long orientation with each intern’s direct manager. This time is used to walk through the systems and tools we use, from Slack and Asana to Gmail and Drive, and cover the basics of our team structure and operations. The goal of this initial meeting is to give interns the knowledge they need to get started and the resources they need to work through basic questions and challenges without the help of their supervisor

This approach, spending a dedicated chunk of time covering the basic processes of your organization, can save staff members hours over the course of an internship. Dedicate this time upfront to cover the points below, and intern managers won’t have to address those questions and concerns on a daily basis.

## [Organization Name] Intern Handbook

Welcome to the team!

### What is [your organization]?

Include mission and vision statements.

### Team values

Positive, honest, mission-driven, etc. What are the attributes and attitudes all team members are expected to uphold?

### GENERAL

Get all the basics in writing.

- Office location
- Dress code
- Office Hours
- Management
- Personal & Sick Days
- Holidays
- Religious and High Holidays

### FUN STUFF

Get interns excited! Brag about the perks of being on your team, like

- Upcoming team outings
- Weekly team lunches
- Learning opportunities or organization events

### DON'T BE A JERK

Detail any behavior, harassment, or anti-discriminatory policies

### FINANCES

Include how, when, and how much will interns be paid, plus contact information of the best person for interns to reach out to if they have any issues.

### ROLE

Include job title, length of internships, and name of the intern's direct manager. If your organization has non-compete, confidentiality agreements, or similar policies, be sure to include them here.

I, [intern name], understand the contents of [your organization's] Intern Handbook.

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Intern signature

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Date