Ensure that you have set expectations along the way with the intern as to when their contract will officially end. If there is an opportunity to extend or make them permanent ensure that these conversations are had well in advance as you want to ensure you have your ducks in a row to make an offer. Remember the intern might be looking elsewhere if this possibility has not been talked about before.



Chat to HR about putting together a new contract for the intern, if there is any change to the job description or salary this should be talked about now too

Talk to the budget holder if there is a salary change and to HR for any guidance around benchmarking

Once you have approval you can offer the extension or permanent role to the intern

If they accept you can announce to the wider team

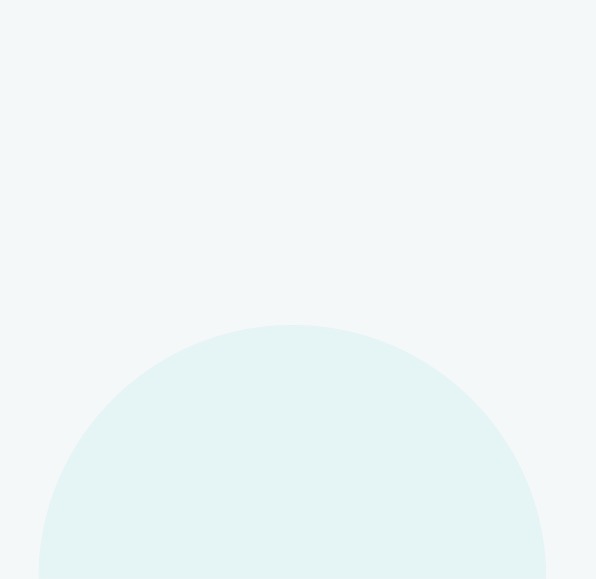


**Intern leaving checklist**











HR, payroll and IT support need to be reminded of the intern’s departure

Give the intern clear instructions of the offboarding process and what is expected of them

Offer help to find another role within the business or perhaps offer to be a referee or write a letter of recommendation

Confirm details of final pay

Recover any assets like laptop, phone, security cards etc

Have some fun, you might like to organise a small gift or morning tea to say goodbye and thank you

Delete interns account details, forward emails on, remove any accounts for messaging services

**Intern leaving checklist**











