

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



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. Go over any extracurricular or social events/activities the intern can get involved in
3. 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
4. Layout a rough schedule of work for the first couple of weeks
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 to three

months



  
  
  


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