

01 Extending the contract:

- If you're interested in extending the intern's contract and taking them on beyond the internship, express this interest long before the intern is due to leave.

03 Prepare paperwork and share with intern:

- Departure letter.
- Tax documents.
- Confirm details for final payroll.
- Prepare contact details for referees and letters of recommendation.

05 Final evaluation:

- Ask for honest feedback; take all critiques seriously and graciously.
- Offer to provide endorsements and positive feedback on the intern's LinkedIn account.
- Give positive feedback and discuss successes.
- Discuss where the intern can develop and provide support with how this could be done.
- Share results with leadership, analyse for credibility.
- Follow through and act on common complaints.

02 Communication:

- HR, payroll and the company 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 the intern any knowledge of roles which you would be happy to refer them to.

04 Knowledge transfer:

- Request a report of important information related to the intern's job.
- Note any documents, files or projects that need to transfer.
- Outline final work requirements and due dates.

06 Recover assets:

- Computer
- Phones
- Security cards
- Expense accounts
- Fees for reimbursements.

07 Have some fun:

- Your intern's departure is a great opportunity to present a best wishes card and schedule a goodbye event such as a lunch.

08 Tie up loose ends:

- Delete intern's account from relevant systems.
- Remove intern's account from messaging systems.
- Change system passwords.
- Tidy their desk area.
- Redirect incoming calls/emails.