



## 01 Arrange a Meeting

Meet with your intern before they start to cover these key areas.

- Start Date
- Time of arrival on first day
- What to bring with them on first day
- Dress code
- Usual hours
- Provide them with a contract prior to their start date.

## 02 Prepare your team

Inform your team about the intern before they start. Cover these key areas:

- The intern's role
- Their expected start date
- What the intern will be doing
- Info about the intern's background
- Remind mentors and buddies of the new additions to their role requirements.

## 03 Setup a workspace

Your intern will likely need some resources for the role, prepare these before the intern arrives.

- Arrange a workspace and other physical resources.
- Make sure the intern has all the necessary resources, for example, do they require their own laptop?
- Set up all of their accounts, accesses and security passes.
- What areas of the company and intranet will the intern have access to? Organise this information in a way which protects the company and makes information easily accessible for the intern.

## 04 Put together an information pack

Create an information pack which provides interns with any details they need to remember. Include such information as:

- A schedule of their first day or week.
- Their accounts and initial passwords.
- Your company's email policies and etiquette.
- Information about the company, its customers, the project goals.
- Tax information forms - it's best to get this information on day one so request the intern has their tax information on hand on their first day.
- Non-disclosure agreements.

## 05 Induct your intern

Carefully welcome your intern to your company while covering key information, such as:

- Explain the layout of the office, facilities and the health and safety procedures.
- Offer to teach them about coffee machines and explain the local businesses.
- Introduce the intern to their mentor (technical support) and buddy (social support).
- Remind them of available services they may find useful (for example, or mental health services).
- Give them the information pack you .
- Give them a task early into the role.
- Organise to meet with the intern after their first week.
- Collect signed tax forms, confidentiality agreements, non-disclosure agreements, code of conduct and any other important documents.

## 06 Week one

It may take your intern the duration of their first week to fully adjust to the role. Make sure to be particularly attentive and supportive at this stage:

- Check in with your intern daily to make sure they are happy and don't need extra support.
- If there are issues, address them immediately in a supportive manner.
- Offer feedback. Try to keep it positive at these early stages.
- Meet with the intern at the end of the first week to see how the overall experience has been.