



Onboarding Strategies

Orientation is the foundation for cultivating competency, connection, and motivation. In addition to being new to your workplace, students are also new to the professional world of work. Familiarizing your intern with your work environment helps him/her understand how to be successful.

1. Before your intern arrives:

- Set up an organized area for the intern
- Create a portfolio of the necessary log-ins and duties they're expected to perform
- Give expectations of appropriate dress and appearance

2. On the first day:

- Give interns a tour of the facilities
- Introduce co-workers and their roles
- Review hours, absence policies, and communication preferences
- Provide the intern with material to supplement their understanding of organizational structure, values, and services. *Examples could include newsletters, annual reports, org charts, and office policy manuals.*

3. At the end of the first week:

- Talk about the organizations history, vision, and services to develop the intern's sense of company values.
- Provide an opportunity for the student to discuss learning goals to be accomplished during the internship, and how they plan to accomplish them.
- Set up informational interviews between the intern and co-workers to help the intern learn about career paths and how others ended up in their current jobs.

4. During the internship be prepared to explain:

- Special industry jargon
- Specific work standards and procedures for getting things done, including timelines
- Reporting relationships and strategies for productive relationships with others at work



Strategies for Interviewing

Sample Interview Questions

Interviewing helps you determine whether a candidate would be a good fit for the role and your team. Internship candidates may lack job experience, but activities at school and in life have helped them develop capabilities and characteristics relevant to your position.

Tailor questions to uncover traits like work ethic or skills like problem-solving and teamwork.

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- What school subjects do you like best and why?
 - What extracurricular activities have you participated in? What have you learned from them?
 - What is something you've done at school or in your personal life that you are proud of?
 - What is an example of a time when you experienced an issue that had no clear solution? What did you do and what were the results?
 - What excites you about this internship?
 - Give an example of a goal you reached and how you achieved it.
 - What do you do if you disagree with a team member?

As you ask these broad questions, elaborate on the answers and ask candidates to use specific examples whenever possible.