



DAY 1 CHECKLIST

- Has the internship plan been reviewed and discussed?
- Have questions or issues been addressed?
- Has the intern met their supervisor?
- Has the intern met other team members they will be working with?
- Has the intern been assigned a buddy (if available and appropriate)?
- Have you requested required documentation from the intern (working with children check, police clearance, vaccination records etc)?
- Has the intern been given all relevant induction material (Overview of host organisation, objectives of the organisation, values, history) and preparation material to read or websites to visit to learn about the host organisation and/or the communities they work with?
- Has the intern been given access to relevant policies and procedures (eg dress code, confidentiality policies, working from home policy (if relevant), OHS procedures, bullying/harassment policies, COVID-19 policy)?
- Has the intern been given an office tour and been shown communal spaces, bathrooms, emergency exits etc?
- Has the intern been setup with required office stationery, desk furniture and IT?
- Have weekly check-ins and progress review been organised?