

**COUNTY OF YOLO
COLLEGE INTERN ORIENTATION**

FIRST-DAY CHECKLIST FOR SUPERVISORS

I. GENERAL INFORMATION

- () Discuss intern's schedule availability to determine regular work schedule for the coming weeks
- () Explain the procedure to student regarding what they should do if they will be absent
- () Discuss their job outline for the summer including duties and responsibilities

II. COUNTY POLICIES AND PROCEDURES

- () Equal Employment Opportunity and Harassment
- () Workplace Security and Safety Policy
- () Email Policy
- () Internet Policy

III. UNIT PRACTICES AND PROCEDURES

- () Explain the dress code expectation for the department
- () Explain any special rules to the intern (safety, due dates, anything else specific to the unit and not necessarily department or countywide)
- () Explain your expectations of the intern to the intern (work, co-worker relations, atmosphere of department, communication – written or oral, performance and quality standards)
- () Explain policy on breaks
- () Explain policy on computer and phone usage
- () Explain procedure on supplies: what is needed and how to get it

IV. TOUR OF UNIT/BUILDING

Tour of Work Unit

- () Workstation Familiarization (location, how to keep up, where to keep personal items, supplies, etc.)
- () Location of co-worker stations, supervisor office

Tour of Building (s)

- () Identification of the location of restrooms, lunchroom, vending machines, employee entrances, security provisions, parking areas, mail pickup, water fountains
- () Location of nearby divisions with which the intern will have to do business
- () Location of bulletin boards or other sources of information

V. INTRODUCTIONS

- () To supervisors, managers, and department head
- () To co-workers
- () To other division/unit employees with whom the employee will have to do business
- () To key employees who can answer further questions and assist in integrating the new intern into the work place

Signature of Participant

Date

Signature of Supervisor

Date