

Welcome Aboard!

Intern Orientation

DAY 1

Objectives

This orientation is designed to give you all the info you need to get to know our company culture, structure and teams.

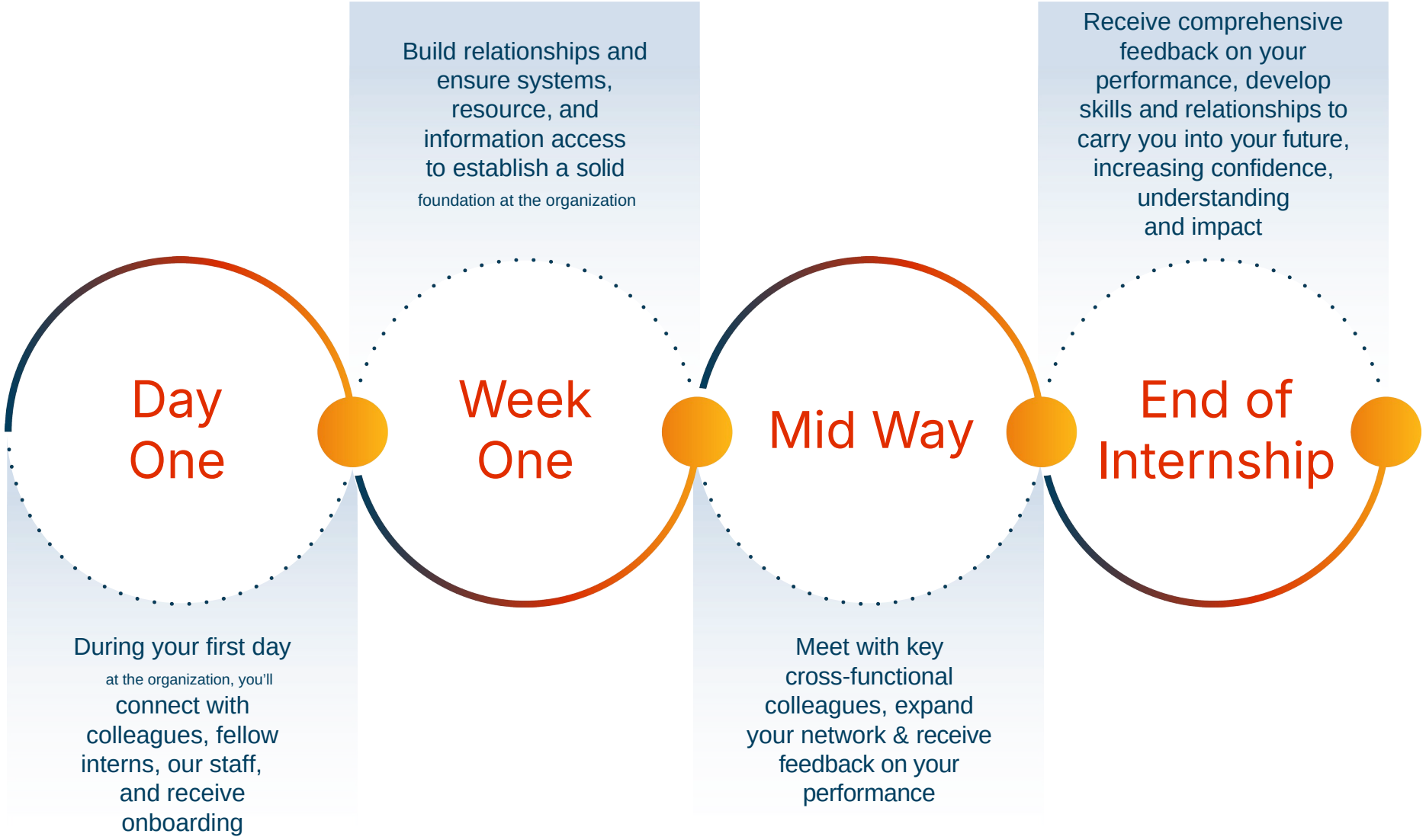
Your active involvement in this orientation isn't just a formality – it's a big part of setting yourself up for success and feeling confident during the Internship Program.

We look forward to supporting your professional growth and development as an Intern on the team!

What to expect:

- → Meet key team members
- → Learn about our core values and mission
- → Receive training on our systems and procedures
- → Engage with colleagues and build connections

Your Internship Journey



Our Total Rewards

Payroll & Timekeeping

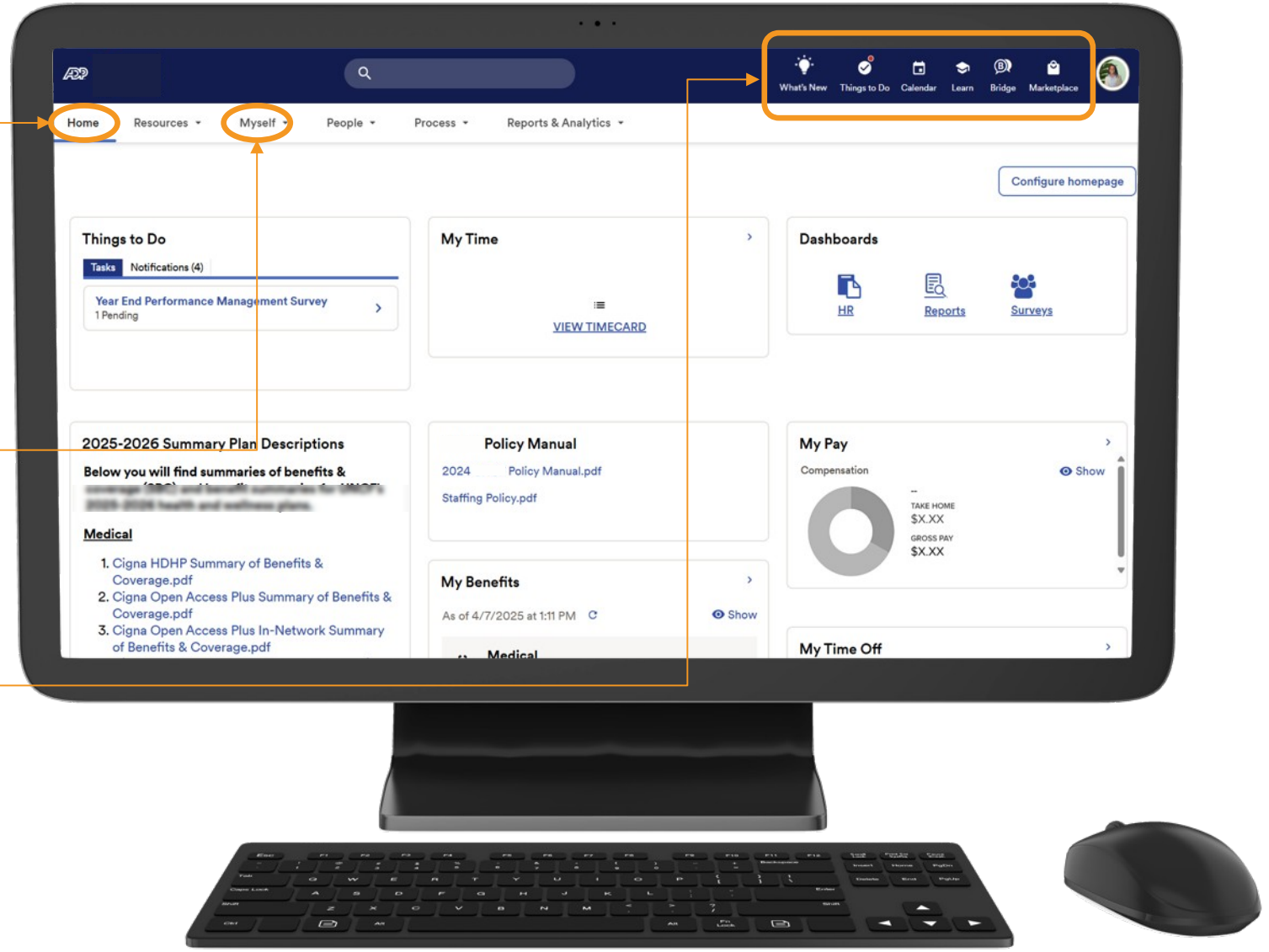


Your Information

Employee View

Once logged in, you can see the following features:

- **Home**
  Landing page to include company mission, quick links, company news and announcements, my time, my pay, my benefits and more!
- **Myself**
  Includes, my information, personal information, employment, pay, time and attendance, time off, talent and benefits. Report errors to HR!
- **Toolbar**

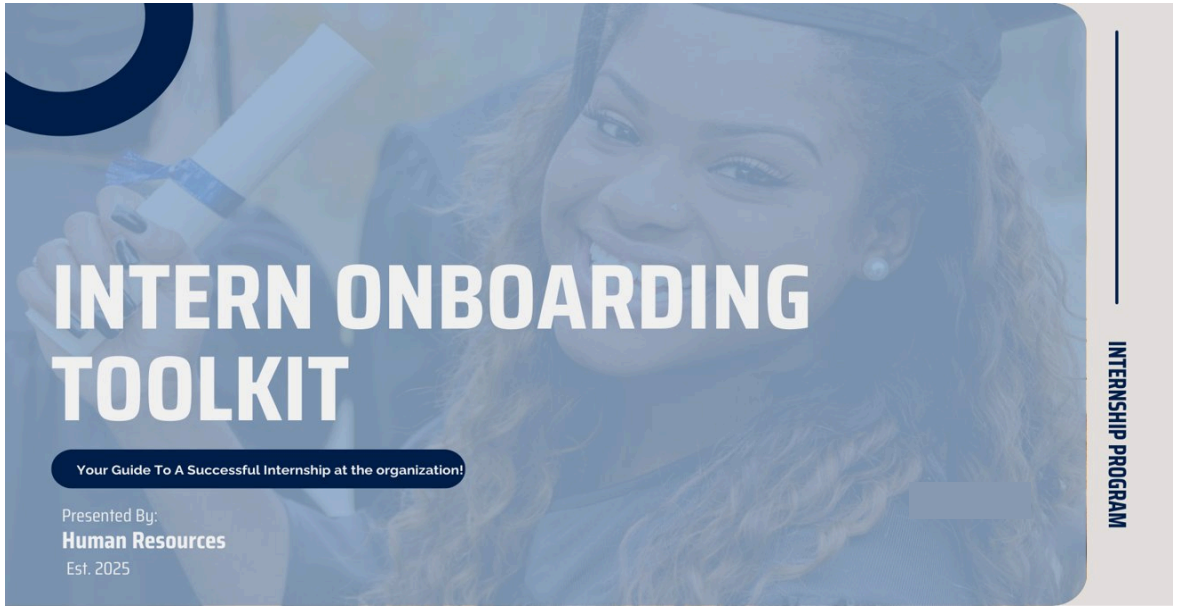


Intern Resources

Team Member Hub



Internship Toolkit & Program Schedule





Wrap Up and Next Steps



Closing Reflection

Believe it our not - We have ended our first day of Intern Orientation with us!

As we wrap up today's activities, we want to remind everyone that we are here to support and answer any questions you may have

We're thrilled to have you on board and hope you're as excited as we are to embark on this new chapter at the organization!

Be sure to complete the Internship Onboarding Survey!

- Don’t forget your I9 paperwork
- Keep making connections – and use your ‘Internship Toolkit’ to chart your path!
- Resources from today's session will be included in the follow-up email.


Thank You