

# INTERN ONBOARDING TOOLKIT

Your Guide To A Successful Internship at the organization!

Presented By:

**Human Resources**

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INTERNSHIP PROGRAM



# PURPOSE OF THIS TOOLKIT

This toolkit is your go-to resource for navigating every stage of your internship journey—from Day 1 and onboarding to mentorship and final evaluations. Designed to set you up for success, it ensures a rewarding and impactful experience, helping you grow, learn, and make the most of this opportunity.

FIND OUT MORE

# TOOLKIT CONTENTS

This toolkit is designed to support you throughout your internship journey. It provides an overview of the program structure and timeline, details your key responsibilities, offers guidance on mentorship and professional growth, and equips you with tools for evaluation and feedback. You'll also find best practices for networking and career development, along with helpful resources and support contacts to ensure a successful and rewarding experience.

## Program Overview

**Program Overview**

- Internship Timeline
- Program Schedule
- Milestones & key deliverables

## Intern Responsibilities

- Key roles and expectations
- Professional conduct & workplace etiquette

## Tips & Tricks For Success

- Weekly Check-Ins with Manager
- Midpoint Check-In's/Coffee Chats
- Final Evaluation: Review

## Resources

- Who to contact
- Direct deposit set up

# PROGRAM OVERVIEW

## Onboarding & Orientation

Intern onboarding and orientation provide a structured introduction to the company, team, and expectations, ensuring interns feel prepared from Day 1.

## Internship Schedule

The internship schedule outlines key milestones, meetings, and deadlines to keep interns engaged and on track.

## Final Project

The final project showcases intern contributions, skills, and growth, serving as a meaningful capstone experience.

## Mid & Final Evaluation

The evaluation process includes a midpoint check-in and final review to assess progress, provide feedback, and support professional development.



# INTERNSHIP SCHEDULE & FINAL PROJECT

## Internship Schedule

The internship schedule includes both mandatory and optional professional development sessions available throughout the program. Please note: this schedule does not include meetings or activities arranged by your manager.

| Date | Time | Event Type | Topic/Focus |
|---|---|---|---|
| **October 12th** | 10:30 AM - 1:00 PM | Orientation (Day 1) | Light Refreshments |
| **November 4th** | 3:00-4:00pmEST | Mandatory Mid Internship Check In | Preparing for Midway & Final Evaluations |
| **TBD** | TBD | Professional Development | Professional etiquette, workplace dynamics, effective communication & networking resources |
| **December 16th** | 12:30pm-2:00pmEST | Closing Ceremony | Final Projects |
| **December 17th** | All Day | Holiday Party | |

## Final Project

In addition to your daily responsibilities and program schedule, your manager will assign a final project for you to complete and present at the end of your internship.

# Internship Timeline

## Early October

### Onboarding & Orientation

Interns attend required orientation to learn more about our mission and core values

### Internship Program Begins

Interns onsite at the organization!

## Early July

### Internship Program Begins

Interns start their assignments and receive department onboarding

### Interns Attend Professional Development Sessions

Interns attend mandatory training sessions hosted by Human Resources. Interns have the opportunity to attend optional sessions

## August

### Internship Midway Review

Interns meet with their managers to review feedback on their progress

### Internship Program Ends

Interns' complete final presentations and wrap up their experience by attending the closing ceremony

# INTERN RESPONSIBILITIES

## Engagement

- Attend all mandatory professional development sessions
- Participate actively in team meetings and events
- Ask questions and contribute your ideas

## Time Management

- Prioritize daily responsibilities and project deadlines
- Communicate availability and manage your 21-hour work week effectively
- Use tools like calendars and task lists to stay organized

## Project Ownership

- Complete your final project and prepare to present it at the end of your internship
- Seek feedback and iterate on your work
- Treat your assignments with professionalism and accountability

## Professional Growth

- Take advantage of learning opportunities, trainings, and mentorship
- Reflect on your progress and set personal goals
- Be open to feedback and use it to grow your skills and confidence





# PROFESSIONAL CONDUCT & WORKPLACE ETIQUETTE

at the organization, professionalism is essential to maintaining a respectful and inclusive workplace. While interns are not employees, you are expected to follow the same standards outlined in the Employee Handbook, which you'll have access to during your internship.

## Key Policies

- Acceptable Use – Use our systems responsibly
- General Behavior – Maintain respectful and ethical conduct
- Anti-Harassment – Support a safe, inclusive environment
- Dress Code – Follow guidelines for professional attire

## Where You'll Learn Workplace Etiquette

- Onboarding – Covers key expectations and policies
- Lunch & Learns – Workshops on workplace norms
- Manager Check-ins – Ask questions and get feedback
- Employee Handbook – Your go-to reference

# TIPS & TRICKS FOR INTERN SUCCESS AT THE ORGANIZATION

Make the most of your internship experience with these simple but powerful habits:

## Weekly Check-Ins with Your Manager

Use this time to align on goals, ask questions, and get feedback

## Midpoint Check-Ins / Coffee Chats

Schedule informal chats with colleagues or mentors to build relationships and learn about different roles

## Final Evaluation: Review & Reflect

Take time to review your final evaluation and reflect on your growth and accomplishments

## Stay Organized

Use a calendar or planner to track meetings, deadlines, and deliverables.

## Ask Questions

Curiosity shows initiative. Don't hesitate to ask for clarity or support.

## Be Open to Feedback

Feedback is a gift—use it to grow and improve.

## Network Intentionally

Introduce yourself, attend events, and connect with professionals across departments.

## Own Your Experience

Take initiative, volunteer for tasks, and treat your internship like a real job—because it is!



# EVALUATION PROCESS



## Expectation Conversation:

Set SMART goals aligned with your role and our mission.
Clarify expectations and deliverables with your Manager.

## MidWay Review:

Assess progress toward goals.
Receive constructive feedback on performance, initiative, and cultural fit.
Adjust goals if needed with your Manager.

## Final Review:

Review overall performance and complete Final Internship Evaluation Survey.

# INTERN CHECKLIST:

## BEFORE YOU ARRIVE TO THE ORGANIZATION



- **COMPLETE BACKGROUND CHECK**
  YOUR RECRUITING MANAGER WILL CONTACT YOU WITH NEXT STEPS.
- **REVIEW & SIGN YOUR INTERNSHIP AGREEMENT**
  MUST BE COMPLETED BEFORE YOUR FIRST DAY.
- **COMPLETE ADP ONBOARDING**
  FOLLOW THE INSTRUCTIONS IN YOUR ONBOARDING EMAIL FROM THE RECRUITING MANAGER.
- **CONNECT WITH YOUR MANAGER**
  YOUR MANAGER IS COPIED ON YOUR ONBOARDING EMAIL—FEEL FREE TO REACH OUT WITH ANY QUESTIONS.

# INTERN CHECKLIST:
# DURING THE INTERNSHIP



**VERIFY YOUR I9 DOCUMENTS**
SUBMIT YOUR I-9 DOCUMENTATION PROMPTLY TO ENSURE COMPLIANCE WITH FEDERAL REQUIREMENTS

**ATTEND ORIENTATION & WELCOME SESSION**
MEET YOUR TEAM AND GET AN OVERVIEW OF YOUR DEPARTMENT AND INTERNSHIP GOALS

**ATTEND MANDATORY PROFESSIONAL DEVELOPMENT SESSIONS**
THESE ARE REQUIRED TRAININGS DESIGNED TO SUPPORT YOUR GROWTH AND CAREER READINESS

**CHECK -IN WITH YOUR MANAGER**
USE THESE MEETINGS TO ALIGN ON GOALS, ASK QUESTIONS, AND RECEIVE FEEDBACK

**COMPLETE YOUR MID- WAY EVALUATION**
REFLECT ON YOUR PROGRESS AND DISCUSS FEEDBACK WITH YOUR MANAGER.

**ENGAGE IN TEAM ACTIVITIES**
PARTICIPATE IN MEETINGS, EVENTS, AND LEARNING OPPORTUNITIES TO BUILD YOUR NETWORK AND SKILLS

# INTERN CHECKLIST:

# AT THE END OF THE INTERNSHIP



- **COMPLETE FINAL PROJECT**
  SHARE YOUR WORK, RECEIVE FEEDBACK, AND LEARN HOW IT MAY BE USED

- **SUBMIT FINAL EVALUATION**
  COMPLETE ANY REQUIRED HR OR PROGRAM SURVEYS.

- **CELEBRATE COMPLETION**
  REFLECT ON YOUR EXPERIENCE—ASK YOUR MANAGER ABOUT A RECOMMENDATION IF APPROPRIATE

- **RETURN ORGANIZATION PROPERTY**
  RETURN YOUR LAPTOP, BADGE, AND ANY OTHER ITEMS ON YOUR LAST DAY

# SUPPORT CONTACTS

If you have questions or need assistance at any point during the internship program, please reach out to the appropriate contact below:

## Human Resources

General Program Support

hrteam@yourorg.org

For questions about program structure, timelines, forms, and overall guidance.

## Hiring Process & Account Access

Recruiting Manager & HRIS Manager

Support with I9 verification, ADP Access, Direct Deposit, Tax Elections

## ET & System Access

Enterprise Technology

servicedesk@yourorg.org

Help with laptops, email setup, system access, and technical troubleshooting.

## Intern Performance or Conflict Resolution

Your Manager or HR Business Partner

For support with intern performance concerns, evaluations, or workplace issues.



# DIRECT DEPOSIT SET UP

If you have questions or need assistance at any point during the internship program, please reach out to the appropriate contact below:

## Human Resources

General Program Support

hrteam@yourorg.org

For questions about program structure, timelines, forms, and overall guidance

## Account Access & Direct Deposit Set Up

For questions, reach out to HRIS Manager

Support with verification, ADP Access, Direct Deposit, Tax Elections

1. Login into the ADP Portal (workforcenow.adp.com)

- After your into the Portal

2. Click on the Myself Tab

3. Choose Pay

4. Payment Options

5. Direct Deposit - Make the changes you wish...(Add, Delete, Edit/Change deposit Amt$)

6. Click Save

