

FIRST-DAY CHECKLIST FOR DEPARTMENT LIAISONS

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. UNIT PRACTICES/PROCEDURES

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

III. TOUR OF UNIT/BUILDING

Tour of Work Unit

- Workstation Familiarization (location, how to keep up, where to keep personal items, supplies, etc.)
- Location of 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

IV. INTRODUCTIONS

- To supervisors, managers, and department head
- 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