



## INTERNSHIP ONBOARDING GUIDE

### What is Onboarding?

Onboarding is the process of helping new interns adjust to social and performance aspects of their new internships quickly and smoothly. This should always be a priority for HR departments.

### Formal or Informal Onboarding Program?

**Formal Onboarding** refers to a written set of coordinated policies and procedures that assist an employee or intern in adjusting to his or her new job in terms of both tasks and socialization.

**Informal Onboarding** refers to the process by which an employee or intern learns about his or her new job without an explicit organizational plan.

### Onboarding Outcomes for Internship Program

- Create a structured, formal onboarding process. Ensure the process is one to two weeks.
- Ask the new intern to write an internship plan in their first week. Have them include any projects and tasks included in the position description used during hiring and encourage them to include any other experiences they would like to have during the internship period such as informational interview with other areas, experience in a particular aspect of the office.
- Provide a method that allows new interns the ability to ask questions. Come up with a list of questions and answers covering common areas of concern.
- Provide new interns with a mentor.
- Make the first day on the internship special (Ex: Take them to lunch, get to know them)
- Treat the process as a celebration, rather than an administrative task.
- Ensure they have the tools, information and support needed to be productive
- Mentorship-style program to assist and reinforce training and policies as well as encourage office relationships.
- Cover best practices, technology & equipment
- Have goals clearly stated
- Stay in touch with interns after they complete their internship. Be available as a professional resource.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

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