

## Template: Workflow Self-Assessment Checklist

### For Companies

- Are recurring meetings and briefing sessions scheduled frequently enough to maintain clear communication?
- Is there a consistent method for interns to share updates on their tasks and progress?
- Have preferred communication channels been clearly explained for different work situations?
- Is there a structured plan for task distribution, including frequency and deadlines?
- Do interns understand how and when their work will be assessed?
- Are there clear expectations for workday start and end times, and are they being observed?
- Is there a follow-up process in place to ensure interns feel adequately supported and able to ask questions?

### For Students

- Do I know whom to contact and through which channel for different types of questions or issues?
- Am I clear on the structure and timing of meetings, briefings, and check-ins with my supervisor?
- Have I received enough information on how and where to share my work output?
- Do I understand the expectations around my work hours and deadlines?
- Do I feel I have clear instructions for my tasks, or am I experiencing any gaps in support?
- Do I understand the assessment criteria and feedback process for my work?
- Do I know how to reach out if I need further guidance or support between formal meetings?