



Template: Manager, Supervisor and Intern Onboarding Checklist

Onboarding Checklist: Managers

Actions	Check
Connect with the intern before the programme starts to welcome them to the organisation	
Ensure the intern has the right skills and attitudes to work remotely; mainly proactivity, time management and written communication skills. If not, these should be developed through training.	
Highlight the key aspects of organisational culture and how they influence how things get done in the organisation.	
Ask the intern about their motivations and learning objectives. Use these insights to complete, together with the intern, a learning plan.	
Inform the intern about the assessment methods and how the organisation will interact with the HEI.	

Onboarding Checklist: Supervisors

Actions	Check
Discuss your role with the intern. Clarify how you can help them navigate the organisation.	
Share your experience of being an intern / newcomer: <ul style="list-style-type: none">• What surprised you.• What you learnt.• What you wish you knew.• Your tips for succeeding.	
Ask the intern about their learning motivations and ambitions. Take those into consideration when assigning tasks.	
Ensure the intern understands what is expected of them workwise. Pay special attention to: <ul style="list-style-type: none">• Task briefing methods (video meetings, email) and frequency• Deadlines and quality metrics• Touchpoints (email, video, work platforms, etc.)• Feedback systems (daily, weekly, etc.)	



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Help them understand “netiquette” in the team.

- Expectations around cameras on/off.
- Background images and work environment.
- Proper language use in formal and informal settings.

Introduce the rest of the team and suggest means to networking with peers and other employees of the organisations. Are there:

- Social media groups?
- Regular socialising activities?
- Face-to-face events?

Ensure the intern has the adequate home office conditions, including:

- IT equipment and software
- Office supplies
- Ergonomic workspace

Onboarding Checklist: Interns

Actions

Check

Familiarise yourself with the history and culture of the company.

Discuss with your manager or supervisor the learning outcomes and how the work you will perform supports them.

Understand the work processes:

- Your daily tasks.
- Your projects.
- How tasks will be briefed and delivered.
- Preferred communication approaches.

Connect with your supervisor. Discuss:

- Their role in the organisation
- Their past work experience
- Questions you have about workplace etiquette.

Socialisation and networking. Ask your supervisor to:

- Introduce you to your teammates
- Include you in social media groups
- Invite you to virtual and in-person events

Ensure you have the basic working conditions. Make sure you:

- Have adequate IT equipment, software, office supplies, and an ergonomic workspace.
- Agree with your working hours and the start and end of the work journey.