

Directions: Please make sure that the below items are completed and dated by the responsible parties. At the end of the student's second week, the supervisor will meet with the employee to confirm all items were completed properly, sign and date this form at the bottom. The supervisor will turn it into the **Department** HR Liaison to sign for placement in the student's personnel file. HR Liaison will follow-up with HR Partner for any outstanding items or additional support.

Intern On Boarding Item	Person Responsible	Recommended Time Frame	Date Completed
Determine scope of projects with section staff	Supervisor	When notice of student is received	
Prepare a copy of the scope of project work for: <ul style="list-style-type: none"> Student Section Staff 	HR Liaison	Prior to completion of VRB Request	
Send eMail to notify office staff of the arrival of intern <ul style="list-style-type: none"> Notify IT Liaison for account set-up 	HR Liaison	Before first day	
Send welcome letter to student, include parking, dress code, personal information to bring for paperwork etc.	HR Liaison	Before first day	
eMail account is set up	Department IT Liaison	Before first day	
Schedule New Employee Orientation	HR Training Registrar	Within First week	
Enter into CHRIS PAID: Payroll UNPAID: Person Of Interest (POI)	CHRIS Payroll	Before first day	
Prepare work space with basic supplies, calendar with important dates, staff & project meetings, Department phone list and CityMatters website etc.	HR Liaison	Before first day	
Welcome Folder: City Initiatives-Org Chart-Pay Calendar-Experience Assessment-Project Proposals-On/Off Board Checklist--Phone List-Acronyms-Websites-HRP&P- Admin. Regs.	HR Liaison	Before First Day	
Show them to their work space and provide ID badge	Supervisor	First day	
Introduce office staff & who does what	Supervisor	First day	
Provide tour of work environment area: include break room, restroom, copier, supplies, front desk, information stored on computer (SharePoint) etc.	Supervisor	First day	
Review Experience Assessment and set dates for performance/feedback conversations	Supervisor	Second day	
Review responsibilities/expectations/Division Mission	Supervisor	Second day	
Review Project Proposals and Introduce project mentors	Supervisor	Second day	
Review City Initiatives and Department Mission	Department Director	First week	
Schedule lunch with student and team	Supervisor	First month	
Schedule student to attend City Manager's meeting	HR Liaison	Second Month	
Schedule student to attend City Council meeting	HR Liaison	Before Last week	
Supervisor Signature:		Date:	
Student Signature:		Date:	
HR Liaison Signature:		Date:	