

EMPLOYER'S INTERNSHIP ORIENTATION FOR INTERNS

Intern: _____

Supervisor: _____

Date/Time of Orientation: _____

1. Company Orientation

- Company history
- Describe business, services, and products offered
- Identify company leadership
- Company culture
- Dress code

2. Department Orientations

- Roles of company departments
 - Finance
 - Maintenance
 - Property Management
 - Leasing and Sales

3. Tour of employee facilities

- Rest Rooms
- Parking/Public Transportation
- Kitchen/Lunch Room
- Storage for personal belongings
- Supply room

4. Job Orientation

- Work area
- Job description
- Training plan and learning objectives
- Use of office equipment (Phone, computer, printer, etc.)
- Evaluation procedures (Performance and feedback meetings)
- Intern work schedule