

Appendix A – Checklist for hosting an intern

| <b>Preparing for the internship</b> - Here are some ideas worth considering to help prepare for your intern. |  |                          |
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| Prepare work for the intern  | <p>Include a defined project that your intern can take ownership of. This should be delivered within an agreed timeline, with appropriate supervision. If appropriate, it would be worth considering, preparing smaller pieces of work as fillers for lower work level periods e.g. while waiting for data to arrive from a colleague on holiday.</p> <p>Provide the opportunity to combine specific experience with the opportunity to gain wider awareness of the sector.</p>  | <input type="checkbox"/> |
| Share joining information  | Clarify expectations e.g. - where the intern should report on their first day, dress code, what they will be doing on their first day, identify anything they can/should read in advance.  | <input type="checkbox"/> |
| Prepare how the intern will be supported   | Plan the internship as a well-supported and appropriately managed learning opportunity, with an induction programme, relevant training, regular reviews, line management support and appropriate workplace and facilities.   | <input type="checkbox"/> |
| Meet/speak with your intern  | Have a conversation (in person or by telephone/online) to understand their expectations, share your expectations and what you are both looking to achieve. Make reference to any specific project or day to day tasks they will undertake, understand any concerns. Share company policy/guidance on remote working.   | <input type="checkbox"/> |
| Make practical arrangements  | Where appropriate, ensure that practical matters such as a workstation, ID card, telephone, safety equipment and parking are in place. Check appropriate insurance cover, enrolment of the intern on payroll, any documents for signing around confidentiality, an agreement, briefing for GDPR and training around this and any adjustments for disability (if necessary). Please confirm that your intern has a UK bank account and advise them to adhere to any local working regulations if completing the internship remotely, e.g. securing a work permit if working abroad, tax implications. | <input type="checkbox"/> |
| Prepare a work plan  | A work plan details the day-to-day activities as well as broader project related activities that the intern will be undertaking. It should reflect the realities of working life and include training to support them in their role. Having a work plan will help the intern develop their time management skills and is a key way to ensure the internship produces the best outcomes for you and the intern.   | <input type="checkbox"/> |
| Prepare their induction programme  | See below – ‘Starting the internship’  | <input type="checkbox"/> |
| Schedule time in for regular reviews   | Schedule regular review meetings, especially in the first few weeks, bear in mind the frequency for remote working projects, schedule a mid-internship review meeting and some preparation time.   | <input type="checkbox"/> |
| Brief colleagues   | Identify who will be working with the intern and consider how the intern can be best integrated into the existing team/s for work and socially.  | <input type="checkbox"/> |
| Assign a work ‘buddy’  | As well as a line manager or supervisor, interns could be assigned a buddy or mentor to assist with integration into the organisation. This might be helpful with developing professional networks, providing support around career choices, sharing their own personal journey or just answering any questions that the intern is embarrassed to ask their line manager.  | <input type="checkbox"/> |

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| Salary and payroll  | Ensure the intern has supplied necessary payroll information and complies with Right to Work checks. Employ and set up pay for the intern, and advise how they will access their payslip. For some interns, this might be their first experience of tax and other deductions.  | <input type="checkbox"/> |
| Resolve any outstanding queries   | For any queries from an HR/employment perspective: <a href="http://www.gov.uk">www.gov.uk</a> .  | <input type="checkbox"/> |
| <b>Starting the internship</b> - A good initial conversation and induction provides a firm foundation for the rest of the internship and the intern will appreciate this. |  |                          |
| Induction   |  |                          |
| Information on the organisation   | The organisation structure, roles and responsibilities, values, business objectives, history.  | <input type="checkbox"/> |
| Introduction to key contacts  | This should include senior staff, relevant colleagues and teams as well as support staff. This could include a previous or newer member of staff who has recently transitioned to the team or organisation.  | <input type="checkbox"/> |
| Tour of your facilities   | Including break-out areas, where to get food, location of toilets, fire exits and muster point.  | <input type="checkbox"/> |
| Expectations  | Clarify working hours, time keeping, taking and receiving telephone calls, absence procedures, use of internet and email etiquette (including whether it's okay to use Google/YouTube to teach themselves new admin/IT skills), smoking and eating, dealing with difficulties, keeping work calendar and out of office up to date, time off for interviews and outline costs support by the business.  | <input type="checkbox"/> |
| Security  | Taking care of ID card, not sharing log-in details for computer, keeping work account separate from their personal account, confidentiality agreement if applicable, understanding intellectual property and any GDPR related issues.  | <input type="checkbox"/> |
| Behaviours  | Identify the key business behaviours that are expected (including your remote working culture, as appropriate), such as being professional, respectful, listening, asking for help, working with others.   | <input type="checkbox"/> |
| Health & Safety   | A full health and safety induction is a legal requirement. This should include risk assessments explaining risks and how they are controlled and advising them on how to raise Health & Safety concerns.<br><br>A new risk assessment should be carried out if there is not already one in place which covers the activities to be undertaken by the intern. You may also take the opportunity of hosting an intern to review your existing risk assessments, particularly if they present any new factors to consider, or if you are making reasonable adjustments. | <input type="checkbox"/> |
| Insurance   | Explain any organisational responsibilities around this, especially where any actions or behaviours could risk invalidating or incurring a claim on the policy   | <input type="checkbox"/> |

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| <p>First line management meeting with your intern</p>  | <ul style="list-style-type: none"> <li>• Learn about previous work experience</li> <li>• Understand areas of work they enjoy and what they perceive are their strengths</li> <li>• Share overall aims and expected outcomes of the project</li> <li>• Set SMART objectives - project and personal objectives</li> <li>• Training needs, how develop their network and commercial awareness</li> <li>• Day-to-day activities</li> <li>• Encourage intern to consider how they will get into a routine to help stay on track and motivated. Agree when they will be present 'at work'</li> <li>• Have they thought about their own wellbeing – how they will manage their time, making time to chat with colleagues, taking fresh air, taking breaks, etc</li> <li>• A further point of contact if required</li> </ul> <p>Procedures for basic communication and administration should also be covered, such as:</p> <ul style="list-style-type: none"> <li>• Telephone etiquette – how to answer phone calls and transfer calls</li> <li>• Setting up meetings, e.g. via Outlook</li> <li>• Preferred email format/principles</li> <li>• Expenses – criteria and procedures for claiming expenses</li> <li>• GDPR - compliance actions and information</li> </ul> | <input type="checkbox"/> |                          |
| <p>Meeting with work 'buddy'</p>   | <p>Clarify the role of the buddy, how they can contact them. Schedule an introductory and regular meetings.</p>  | <input type="checkbox"/> |                          |
| <p>Hear from a previous or newer member of staff</p>   | <p>Meeting with a recently appointed member of staff will provide useful insights into what is expected and about how best to transition into the team and organisation.</p>   | <input type="checkbox"/> |                          |
| <p><b>During the internship</b> - The main principle for supporting the intern is to treat them as an employee as far as possible, recognizing that additional guidance may be needed.</p> |  |                          | <input type="checkbox"/> |
| <p>Undertake regular reviews</p>   | <ul style="list-style-type: none"> <li>• To share workplace practices</li> <li>• Tasks and project</li> <li>• Additional objectives</li> <li>• New areas for development</li> <li>• To gather feedback, aware of any problems they are experiencing and understand their wellbeing.</li> </ul>   | <input type="checkbox"/> |                          |
| <p>Provide ongoing feedback</p>  | <p>To support the intern in articulating what they have learned, skills developed further areas to consider.</p>   | <input type="checkbox"/> |                          |
| <p>Ongoing development</p>   | <p>Consider the opportunities through reflection, developing commercial awareness, networking and training.</p> <p>Encourage your intern to use Warwick's Learning and Development <a href="#">Moodle</a> course to help them get the most from their internship experience.</p>   | <input type="checkbox"/> |                          |
| <p>1-1 Mid Internship Review</p>   | <p>Arrange a discussion of performance and development so far, with an emphasis on re-assessing any outstanding objectives, highlighting achievements and wins, identifying any support needs, and making the most of the remaining time to optimise final outcomes</p>  | <input type="checkbox"/> |                          |

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| Thinking about retaining your intern  | Speak with your intern if this is an option.  | <input type="checkbox"/> |
| Intern salary payment   | Pay your intern taking necessary tax and deductions.  | <input type="checkbox"/> |
| <b>Completing the internship</b> – Consider ways to mark the end of the internship in a way that will provide the greatest benefit. |   |                          |
| Share the project/outputs   | Ask the intern to write up handover notes, present on the project, produce a video, share outputs or make recommendations   | <input type="checkbox"/> |
| Final Review Meeting  | Consolidate the best of the experience, objectives, skills development and learning   | <input type="checkbox"/> |
| Handover of work  | Agree handover of work/digital files/email management   | <input type="checkbox"/> |
| Share further opportunities   | Consider if prolonging the internship duration or discussion around a part-time, casual or permanent role.  | <input type="checkbox"/> |
| Exit interview  | Gain feedback for improving your organisation’s internship scheme.  | <input type="checkbox"/> |
| Keeping in touch  | <ul style="list-style-type: none"> <li>• Offer a traditional reference</li> <li>• Connect on LinkedIn</li> <li>• Make a recommendation on LinkedIn (See <a href="#">here</a> for instructions)</li> <li>• Other opportunities to keep in touch</li> <li>• Share feedback on latest CV entry</li> <li>• If the intern has worked remotely, is there an opportunity for them to come into the office when appropriate and present the project, hear from others about their career, network, work shadow, be assigned a mentor or attend an interview if you are keen to further get to know the intern in person?</li> </ul> | <input type="checkbox"/> |