

Orientation Plan Example & Template

Remember your first day on the job? You may have been nervous, excited, lost, scared, or all four! Your high school interns are no exception. For many this may be their first work experience. The work it takes to complete the Orientation Plan will have you walk through a day in the life of your high school intern and design a product, and a first day experience, that will help your internship experience be successful for both the organization and the intern.

Example

Day 1

- 8:00 Welcome and Introduction (Emily Donner, CEO)
What it means to work at this company

- 8:30 Workplace Tour (Shane Took, Internship Supervisor)
Overall tour of facility
Tour of work area
Fire extinguishers, fire escapes, exits, evacuation routes

- 9:15 Introduction to staff (Shane Took)

- 9:30 Tour of Daily Work Space Facilities (George Ashult, Facilities Manager)
Rest Rooms, Parking, Lunch Rooms, Telephones, Storage for personal belongings

- 10:00 About The Company (Shane Took and Sue Stitz, Production Team Leader, and Jem Cho, Sales Team Leader)
Discussion of company structure
Key people in the company
Type of business, products, services
Who our customers are
Other branches or divisions

- 11:00 Department Specifics (Addie Kotelnikoff, HR Intern)
Telephone Number and address
Explanation of work schedule
Location of time clock/sign-in
Attendance requirements
Working with other departments /employees
Hours
Break times

Lunch time

- 12:00 Lunch with supervisor (Shane Took)
Lunch will be provided on first day
- 12:30 Safety Training (Bob Corsum, Safety & Environmental Protection Intern)
Stairwell/fire exits
Special hazards
Accident prevention
Safety Training Log, updated as needed
- 1:00 Supervisor's Expectations (Shane Took)
Dress code (hair, clothing, jewelry, etc.)
Performance expectations
Company culture (teamwork, service, values, etc.)
- 1:45 Materials (Addie Kotelnikoff, HR Intern)
Personnel handbook
Organization chart
Telephone directory
Security procedures
Required Documentation

Example based on the [Work Based Learning Internship Checklist](#) and [Template](#)

Participant Orientation at Host Site

Please complete the following form within the first day/week of a Participant's Career Development Experience with your Host site.

This form should be completed and returned to the Managing Organization by the Participant.

 Name of Participant: _____

Name of Host Supervisor: _____

Date(s) of Orientation: _____

Background & Culture		
Orientation Item	Participant Initials	Host Staff Initials
History, mission and values		
Type of business, products, services		
Structure: Department roles and related key staff within		
Structure: Other branches or divisions		
Who is affected by the work (customers)		
How Participant will contribute to the Host		

Tour of Facilities		
Orientation Item	Participant Initials	Host Staff Initials
Spaces, materials and equipment they will interact with		
Location of their work station and/or area to store personal items		
Introduction to Host staff they will be working closely with		
Parking, lunch rooms, rest rooms, telephones		
Procedures/needs for arrival and departure (ID badges, clocking in, etc.)		

Participant Experience		
Orientation Item	Participant Initials	Host Staff Initials
Who to report to/how to mark attendance and hours completed		
Contact information of Supervisor		
Goals and objectives of the CDE <ul style="list-style-type: none"> - Plan for training - Review of assessment process 		
Daily responsibilities/schedule (break times, logging in to computer, etc)		
Schedule/procedure for check-ins with Host Supervisor		
Technology usage (personal cell phone, email, internet)		

Policies & Procedures

(provide printed materials when applicable)

Orientation Item	Participant Initials	Host Staff Initials
Review of any nondisclosure/confidentiality items		
Rules of conduct		
Dress code		
Communicating absence or tardiness		
Protocols for use of common spaces (break room, reception area, etc.)		

*Note to Managing Organization: Host may require Participants to sign documents related to items listed above - determine how completion of these items will be confirmed

Safety

Orientation Item	Participant Initials	Host Staff Initials
Fire extinguishers, fire escapes, fire exits, evacuation plan		
Special hazards, first-aid kit		
Accident prevention		
Security procedures		
Emergency contact information of Participant provided		

*Note to Managing Organization: Host may require additional safety training specific to their site - determine how completion of this training will be confirmed and/or collected from Participants

Orientation Plan Reflection Questions

Daily Expectations

What are arrival and departure times?

What entrance should the student drive through and where should they park?

Where should an intern enter the building?

Who should the intern check in with? Is this different on the first day?

Where should the intern store their items (coat, purse, lunch, etc.)?

Who will give the intern a tour of the facilities and when? What are the expectations of the tour?

When will the intern complete any necessary paperwork? Who will review the organizational chart with the intern?

Who will train the intern? Will that change with different projects assigned?

Is the person training the intern the same as the supervisor of the intern? Which person do they go to for what reasons?

Project/Job Expectations

What are the daily responsibilities?

Who is the daily supervisor?

What are the project/job goals and deadlines?

What is the feedback loop for the intern?

What is the final assessment to determine if the internship was successful for both the organization and the high school intern?

Rules, Policies, and Processes

What paperwork does the high school intern need to bring (driver's license, transcript, student identification)?

What are the specific dress code expectations and limitations?

Are there safety protocols to be aware of? Security or confidentiality expectations?
What industry or company jargon will they need to know immediately?
Where do they ask for, get, or order supplies?
Will you provide email and phone etiquette training?
Are there specific expectations for break rooms or communal areas (use of refrigerators, microwaves, coffee pots, etc.)?
What specific language or behaviors are not tolerated in your organization and workplace?

Other Considerations

Has your whole staff been made aware of the addition of an intern?
Does your staff understand the role and responsibilities of an intern?
Will you be able to provide the necessary technical (phone, computer, etc.) and safety (hard hat, safety glasses, etc.) equipment to your high school intern?
Is your internship accessible to all high school students capable of the learning objectives of the internship? (Students with physical disabilities, hearing or sight impairments, students who do not drive/don't have a vehicle, students who speak a language other than English)

Overall, consider what you would like to know if you were walking into a company and expected to perform a job without having had much experience, limited working knowledge of the organization, and the developmental skills of a high school student. Give meaningful information in bite-size chunks. Maybe even send a welcome package to your high school intern with a company t-shirt, a list of the items they will need for the first day, and a first day schedule with names, activities (facility tour, paperwork, meetings, etc.) included. Be sure to have an employee designated to meet the intern and start the internship experience successfully for both the organization and the intern.

Resources and Ideas

Take a look at the resources below. Listen to how some major companies and corporations utilize their interns and prioritize internship orientation and training, and consider putting some or all of your orientation plan in video form in addition to a text format.

[7 Onboarding Video Examples That \(Actually\) Work \[+How to Make One\]](#)
[Hathaway Dinwiddie Internship Program - Company Culture Video](#)

[The Comcast Internship Experience](#)

[Planning a Successful Internship Orientation](#) This is a good, short video, but there's an error in the text toward the beginning

[MS Companies Orientation Video](#)

[Union Pacific Railroad Jobs - Internship Orientation Video](#)

[How to Make an Employee Onboarding Video](#) - Applies to interns too!

[Onboarding New Employees](#) - Considerations for Interns too!

[Good VS Bad OnBoarding](#)

[Your First Day at J.P. Morgan | Intern Stories | J.P. Morgan](#)