How to effectively onboard an Evans intern

Evans School of Public Policy & Governance

Thank you for recruiting from the Evans School of Public Policy’s group of highly skilled students. We hope this experiential learning opportunity with your organization will allow students to put their skills into practice, as well as leave a positive impact on your work! We also hope this resource for internship supervisors is helpful to you in the process.

First Day

❑ **Prepare a workstation.** Please prepare a consistent designated workstation for new intern with access to the necessary equipment to enact their job duties. In addition, provide file access or data authorization. Have a mailbox and/or phone set up.

❑ **Provide structured time to complete new hire paperwork.**

❑ **Tour key areas of facility.** Introduce team member to different teams around the organization. Explain appropriate use of kitchen or shared spaces.

❑ **Provide a set of initial goals or expectations to guide the intern's first few days of work.** Set genuine goals that are conceivable within the intern's stay with the organization and keeping in mind their fortes. Ask the intern if they would like to take on other projects not explicitly available in the internship assignment.

❑ **Provide relevant information.** This may include a contact list or a staff directory, organizational chart, emergency procedures, passwords and account information, payroll/human capital management software, relevant terms or internal acronyms, and unit handbook (if applicable).

First 1-2 weeks

❑ **Create a training plan and first-week assignments.** This will give the Evans intern a place to start so that they can begin to contribute immediately.

❑ **Discuss expectations and establish check-in process.** Evans School students respond well to clear expectations and objectives as they determine how best to approach a project.

❑ **Acknowledge early wins.** Early wins are a powerful way for incoming employees to build confidence and credibility.

❑ **Schedule meetings with relevant staff or collaborators.** Gaining familiarity with critical staff members can support organizational norms—both formal and informal—and provide a sense of culture. You might set these meetings in advance of the start date or provide a list of suggested collaborators that the intern can use to arrange meetings independently.

❑ **Identify additional professional development resources.** This will be helpful to the intern in learning more about the work and organization.
During the internship

- Interns, in partnership with their manager, should identify 1-2 people — superiors, peers, direct reports, and internal and external customers — whose success they will contribute to, or who will contribute to their success.

- Professional mentorship offers interns in-depth knowledge. This gives opportunity for informal information sharing. Consider if there is a person that would like to serve as a mentor to the student during their experience.

- Encourage intern to take advantage of working at the organization through such perks as engaging in events, trainings, diversity resources, and affinity groups.

- Hold an evaluation around the midpoint of the experience. This will allow for adjustments or growth opportunities to ensure the most impactful experience for both parties. Learn more about providing effective evaluation by reading the “How to Provide Effective Evaluation” Evans School Employer Guide.

During end of experience/project

- Encourage student to present their work to others in your organization or represent the organization at external meetings or conferences.

- Identify platform to have intern share feedback.

- Invite intern to alumni network or to connect on LinkedIn.

Stay engaged with the Evans School!

Please let Evans School Career Development know if we can be of assistance! Is there feedback you would like to provide the Evans School regarding the internship process?

- Have a large-scale project coming up? Consider if your organization could benefit from engaging a consultant team: https://evans.uw.edu/consulting

- Hire another intern next year! Want to change up your internship or process? Schedule a time to talk with the Career Development team about your evolving needs.

Questions? Contact us at evansjob@uw.edu or 206.221.7698