

7 Things To Consider Before Your Intern's First Day

1. Preparation

Being prepared starts well before your interns first day. Make sure to communicate important information with them. Think of things like dress code, flexibility with working hours or time off, or your policy on remote work. Find them a place in your office to work, and make sure that they have everything that they will need to have a successful first day (think desk, chair, computer, stationary, etc.)

2. Explain, explain, and explain again.

Starting a new job is overwhelming. There is a lot to learn, including names of co-workers, where things are in the office, and how things are done in your specific workplace. Interns may choose to be silent and not ask questions if they fear that something they are assigned to do should be common sense. Make sure to explain things well, and explain them again until it is clear that your intern has the hang of things.

3. Interns value feedback

A big part of completing an internship is learning. Without solid feedback, it can be hard for interns to build upon the work that they are doing and improve their skills. Feedback can be used for things like business skills and workplace behaviors on top of feedback given on projects your intern is completing. Things that may seem like common sense to you could be lessons that your intern has yet to learn.

4. Keep your intern involved!

While a good part of an internship is bound to happen at a desk, some of the best learning experiences can be found by having your intern sit in on meetings, help out with events and conferences, encouraging them to meet one on one with different people in the office, or other more creative forms of involvement. Consider setting up lunch with your intern and some others in the office to help them get a feel for your work environment.

5. Set aside time for your intern

Make sure to leave room in your schedule to meet with, talk to, and otherwise help your intern learn. Consider setting up a weekly one on one with them to go over tasks and provide them with new opportunities in the workplace. Be sure to check up on them regularly to make sure that they have enough work to do, and that they understand the assignments they have.

6. Mentor, and help your intern build connections

Networking is arguably one of the most important aspects of internships. While you can act as a great mentor for your intern, do your best to learn about their career goals, and connect them with people in your office who can help them on their path. The more people in the office your intern can reach out to, the better off they will be if you have a busy week.

7. Consider pay

While pay may vary between roles and organizations, it is important that interns are compensated in some way for their work. Interns have expenses that need to be met, and you can increase your pool of applicants by offering compensation.

