

INCLUSIVE INTERNSHIP INITIATIVE!

Orientation Checklist

Orientation can serve as a formal group session presented by you and/or other staff to a group of more than one incoming interns. However, it can also be a one-on-one discussion of information and facts. Either way, there are some core components that should be incorporated into any orientation, including:

- A brief introduction to the history and mission of the library
- An overview of the library's structure, from broader staff hierarchies to (if relevant) how it fits into a larger organizational system such as city government, county government, or a university
- An overview of the library's current educational and community programs and services, including copies of any relevant materials such as newsletters or program guides
- A mental – or even physical – map of the library and neighboring community, including information on where their work station is, where the bathrooms are, where they can take breaks, and good places to grab a bite to eat
- Be sure to help them get settled into their new workstation, including securing any supplies or resources they might need – from a desk lamp to an email address (as well as how to login and who to ask if they run into technical questions)
- Library policies and procedures, including risk management strategies - including what to do (and who to call) in case of emergency – and how to best represent the library to members of the public and/or media
- Any internal jargon or acronyms that they might want or need to learn
- Dress and behavior expectations of library team members.

You should also consider:

- Sending a welcome announcement out to all staff and volunteers, announcing the intern's arrival to the team.
- Whenever possible, walking the intern around the library on their first day to help familiarize them with their new work environment as well as introducing them to current staff and volunteers, especially library leadership and those with whom the intern will be working on a regular basis. This will help to make the interns feel welcome as well as to begin placing faces with names, while also making staff aware that the intern has *officially* joined the team.

