Sample
Adapted From: Liberty Resources New Employee Orientation Checklist

Social Work Intern Orientation Checklist

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start Date:</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Field Instructor:</td>
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BEFORE THE INTERN ARRIVES
☐ Notify everyone on your team that an intern is starting and tell staff what the intern job/role will be and what it will not be.
☐ If possible, identify a staff member to act as a resource for the first month.
☐ Make sure that the employee’s workspace is ready including computer, phone, mailbox and that there is a place to lock their valuables (if applicable).

FIRST DAY ON THE JOB
☐ Give a warm welcome and discuss the plan for the first day
☐ Tour the intern's assigned work space/building
☐ Tour the building/office remember to point out where lunch can be stored and bathrooms
☐ Provide required keys and review related policies
☐ Introduce the intern to other staff members and clients if applicable
☐ Introduce the intern to the resource person (if appropriate)
☐ Review intern job description
☐ Review necessary agency training that the intern should attend
   Examples:
   Agency Overview   Date:
   Diversity         Date:
   Work Place Safety Date:

Review General Office Information including:
☐ Review what intern should do in case of emergency and who to contact
☐ Exchange contact information
☐ Working Hours and Breaks
☐ Accountability when absent, calling in sick & vacation requests
☐ Sign In/Out procedure
☐ Staff Meeting Schedule
☐ Parking and/or parking permits
☐ Cell Phone policy (if applicable)
☐ E-mail, Computer
☐ Office Equipment (Fax Machine, shredder)
☐ Mailboxes
☐ Office Resources (files, supplies, program manuals, etc.)
☐ Phone/Voicemail/Back Door #

Intern Signature: Date:

Field Instructor Signature: Date:
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DURING THE FIRST MONTH:

☐ Establish expectations for first month of internship (orientation trainings, shadowing, being observed)

☐ Review Program Function and Purpose

☐ Discuss client base and issues clients may present with

☐ Assign appropriate reading (books, articles) to increase knowledge of client base

☐ Set up formal supervision schedule and discuss purpose/function of supervision

☐ Discuss treatment philosophy and assign reading as appropriate

☐ Review SU Learning Agreement Form and decide upon tasks/opportunities---turn in Learning Agreement to Field Liaison

☐ Review SU School of Social Work Program Competencies and Resulting Practice Behaviors

☐ Discuss what the plan is for the student to be assigned clients.

☐ Have Student Review Employee Handbook and relevant policies

☐ Web Page

☐ Client Confidentiality

☐ Drug-Free Workplace

☐ Have Student Review Agency Administrative Manual:

☐ Vehicles

☐ Untoward Incident Review Procedure (preliminary introduction)

☐ Reporting Abuse/Neglect

☐ HIPAA

☐ Have Student Review Applicable Program Policies and Procedures Manual:

☐ Agency Overview

☐ Program Overview

☐ Staffing

☐ Admission and Discharge

☐ Consumer Rights and Responsibilities

☐ Individual Service Planning

☐ Daily Operations

☐ Collateral Service Arrangements

☐ Health Care Procedures

☐ Emergency Procedures

☐ Untoward Incident Review (Program)

☐ Facility Management

☐ Safety

☐ Program CQI Requirements

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WITHIN THE FIRST THREE MONTHS OF INTERNSHIP

Meet with intern for formal supervision weekly:

- [ ] Provide regular supportive and constructive feedback
- [ ] Provide ongoing education about client and social work services
- [ ] Review student syllabi to assist in integration of theory and practice
- [ ] Review SU end of semester evaluation form
- [ ] Ensure client contact is occurring so that student can practice their social work skills
- [ ] Discuss with student how it is going and if they feel there are any gaps in their experience

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