Remote Onboarding Checklist for Interns

**Hiring Paperwork:**
☐ If intern is being paid, you will need to have interns complete a W-4, I-9, and other required documents needed by your organization.
☐ If the intern is getting S997 credit for the internship, please complete the Learning Contract with your intern.
☐ If the intern is not being paid, you may want to consider creating a memorandum of understanding outlining the learning the students will receive at the internship site. For those in the United States, please review [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#).
☐ Provide the intern with any policies or procedures and have them sign that they have read it.

**Technology Requirements:**
☐ Ensure the student has access to a laptop and internet.
☐ Provide login information for any drives that may be needed to share and complete the work.
☐ Determine which software, tools and access rights needed.
☐ Have the intern sign any data privacy agreements.

**Communications:**
☐ Provide intern with contact information for team members.
☐ Outline with your intern preferred communication methods and best times to reach team members.
☐ Set regular meeting times to review and guide the intern’s work.

**Work Plan:**
☐ Discuss the unwritten rules about the level of quality and depth of knowledge required.
☐ Create a work plan for the intern that includes the goal, tasks, and deadlines.
☐ Discuss how the intern will be evaluated and feedback they might receive throughout the internship.
☐ Discuss the culture of the organization to help them understand workflow and organizational values.