

## INTERN Orientation Checklist

To be completed by mentor and intern. Initial each item as it is addressed, sign at bottom of page when all items have been covered, and email signed copy to [2016-HIP@hpc.mil](mailto:2016-HIP@hpc.mil) (within one week of internship start date).

Student Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

- \_\_\_ 1. Did your mentor introduce you to, and explain your relationships with, the following:
- \_\_\_ a. Your fellow workers?
  - \_\_\_ b. The individual who will train you?
  - \_\_\_ c. Your first-line and second-line supervisors?
- \_\_\_ 2. Did your mentor show you around the work area?
- \_\_\_ 3. Has your mentor discussed with you and informed you of the following:
- \_\_\_ a. Safety rules/training in the unit?
  - \_\_\_ b. How to locate and follow lab standard operating procedures (SOPs)?
  - \_\_\_ c. First aid facilities?
  - \_\_\_ d. Evacuation plans and shelter-in-place (SIP) locations?
  - \_\_\_ e. Security rules in the unit?
  - \_\_\_ f. Lunch period?
  - \_\_\_ g. Location of the rest rooms, cafeteria, health clinic, mailroom, etc.?
  - \_\_\_ h. Procedures for securing equipment, tools and supplies?
  - \_\_\_ i. Rules on leaving work area, use of telephones & computers, requesting leave, etc.?
- \_\_\_ 4. Did you review, complete and sign the Task Assignment Agreement with your mentor? (*Highly recommended, but not mandatory*)
- \_\_\_ 5. Did you review Weekly Activity Report (WAR) form with your mentor and determine regular mentor/intern meeting time/frequency? (*Highly recommended, but not mandatory*)
- \_\_\_ 6. Have you reviewed the Recommended Intern Info Sheets (found in the Intern's Briefcase)? (*Highly recommended, but not mandatory*)
- \_\_\_ 7. Have you turned in your Emergency Contact Form? (*Required*)

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mentor \_\_\_\_\_ Date \_\_\_\_\_