Checklist for running an internship

This checklist is designed to help you reflect on the content of the Internships that work guide. It can either be used as a standalone section for your own purposes or combined with the model internship agreement.

Preparation and recruitment

	Notes	Complete
We have decided what selection processes we will use for our internship applicants.		☐
We will ensure that the application process is fair, open and accessible.		☐
The job advert includes all the necessary details (for example, the length of the internship, the main duties for the intern, the possibility of a permanent job).		☐
We have devised an appropriate set of interview questions and will conduct interviews in an appropriate way that is tailored to an internship position.		☐

Status and payment of interns

	Notes	Complete
We have consulted the National Minimum Wage rates and can confirm that our internship arrangement is compliant.		☐
The job advert for the internship clearly states what wages and/or expenses are available throughout the duration of the programme.		☐
The intern has been added to the payroll system (if necessary).		☐

Introduction to the organisation

	Notes	Complete
The intern's introduction and welcome programme includes the necessary elements (for example, an introduction to the company, a tour, health and safety information, information on processing data).		☐
All relevant documentation and forms have been prepared and are ready for the intern when they arrive.		☐
Dates and times have been arranged for the intern to meet the people they will be working with, as well as their supervisor and mentor.		☐

The intern experience

	Notes	Complete
We fully intend to give the intern as much responsibility and work diversity as possible.		☐
We will allow the intern time off to attend job interviews if requested and where reasonable.		☐
Colleagues, line managers and other key personnel have been consulted about any specific projects and work that they feel an intern could contribute to.		☐
We have devised an engaging and diverse work plan for the intern, including which departments they will be working in, what their duties/core work will be, and how any remote working will take place.		☐
We will update the work plan on a regular basis, following discussions with the intern, and will incorporate the intern's goals and objectives whenever possible.		☐

Supervision, support and mentoring

	Notes	Complete
An experienced mentor has been appointed for our intern who can guide them through their internship and offer them support, particularly in the first few weeks.		☐
We have put in place a suitable mechanism for training and supervising the intern as they carry out their daily tasks.		☐
Regular reviews of the intern's progress and achievements have been scheduled for the intern and their supervisor to discuss both their current and future work (either weekly or monthly).		☐
A work plan for the intern has been devised and discussed with the supervisor and mentor, as well as the intern. The intern understands that this may develop as their work experience also develops.		☐

Giving references and feedback

	Notes	Complete
We will arrange a final review meeting for the intern once their programme is close to completion (to be conducted by the intern's supervisor).		☐
We have put together a list of relevant questions to use in the final review meeting and have given them to the intern in advance of the meeting.		☐
Notes of the intern's responses in the final review will be made to help write a reference letter.		☐
We will arrange an exit interview with the people profession team or a senior member of staff to give the intern an opportunity to give feedback on the quality of our internship programme.		☐
We will offer to prepare a reference letter for the intern which will note their work experiences and achievements and any positive messages coming out of the final review meeting.		☐