**Internship Induction Checklist For Remote Working**

**Name of Intern:** **Start Date:**

**Employer:**

The following items should be included in your induction into the organisation, within the first week. Please check off the items below when completed and return the completed form to internships@exeter.ac.uk. This list is not exhaustive: some topics may not be relevant to your internship role and other topics may need to be covered. If more appropriate (e.g. for GBPs), the standard [university induction process](http://www.exeter.ac.uk/induction/process/) may be used as an alternative to this checklist.

**Getting to know who you work with**

|  |  |
| --- | --- |
| Meet available team members via video call/team meeting |  |
| Organisational structure explained |  |
| Meet the manager via a video call/team meeting |  |
| Book appointments to meet other team members, other staff and partners via video call |  |

**Personnel documentation and checks completed**

|  |  |
| --- | --- |
| Evidence of residency or right to work (if not already supplied) please follow our new remote working right to work guidance (SCP & GBP only) |  |
| Internship Agreement signed and returned to the University via email |  |
| Contract of Employment and other payroll information signed and returned to employer (GBPs only-not applicable to SCPs) |  |
| Medical questionnaire completed (if requested) |  |
| Emergency contact details provided to line manager |  |

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| --- | --- |
| **Job Role**  |  |
| Duties and responsibilities explained in detail |  |
| Immediate tasks identified |  |
| Objective setting meeting booked in |  |

**Health and Safety**

|  |  |
| --- | --- |
| Lone working/remote working |  |
| Reporting illness procedures |  |

**IT and Staff Card**

|  |  |
| --- | --- |
| IT support – details of who to contact |  |
| Does the intern have IT equipment at home that they need to be able to complete the internship |  |
| Email signature |  |
| Share calendar with colleagues |  |
| Permission to access emails, including shared email boxes (University employees: request this from SID) |  |
| Access granted to databases / shared folders |  |

**Policies and procedures explained**

|  |  |
| --- | --- |
| Company or University strategies e.g.[*http://www.exeter.ac.uk/about/vision/about/*](http://www.exeter.ac.uk/about/vision/about/) |  |
| Department/College/Service strategic plan |  |
| Data Protection *University Data Protection Policy*:[*www.exeter.ac.uk/recordsmanagement/dataprotection/*](http://www.exeter.ac.uk/recordsmanagement/dataprotection/) |  |
| Confidentiality *University Confidentiality Policy:* [*www.exeter.ac.uk/staff/employment/conditions/terms/other/*](http://www.exeter.ac.uk/staff/employment/conditions/terms/other/) |  |
| Professional behaviour expectations  |  |
| Grievance and disciplinary procedures *University Procedures:* [*http://www.exeter.ac.uk/staff/employment/procedures/*](http://www.exeter.ac.uk/staff/employment/procedures/) |  |
| Policy procedures to prevent bullying and harassment *University Dignity and Respect Policy:* [www.exeter.ac.uk/staff/equality/dignity/policy/](http://www.exeter.ac.uk/staff/equality/dignity/policy/)  |  |
| University Sustainability plan[*http://www.exeter.ac.uk/sustainability/*](http://www.exeter.ac.uk/sustainability/) |  |

**Support and Training**

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| --- | --- |
| Book in regular 1:1 sessions with line manager |  |
| Consider training needs and view staff training available |  |
| Read “How to make the most of your internship” guide emailed to intern by the University |  |
| If at UoE, undertake mandatory training  |  |