**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](mailto: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 |  |