Helping an extern feel welcome and comfortable within your organization/department is very important. It will help the extern become settled into their role and, in turn, provide you with the results you’re looking for more quickly. Below you’ll find a sample orientation outline that will help your extern find their place within your organization.

Sample orientation outline

1. Review organization’s and department’s missions.

2. Give the extern a feel for the organizational structure; provide an organizational chart or staff list with phone numbers.

3. Explain the need-to-know items:
   a. Work station
   b. Specific work dates and times
   c. Office hours, breaks, and lunches
   d. Intranet
   e. Using office equipment, such as copy machine and phone
   f. Dress code
   g. Attendance and punctuality

4. Review organizational and employee policies, including your technology policy with regard to personal use of social media and cell phones.

5. Review the externship and complete the Externship Contract (see Appendix page iv); identify and discuss
   a. Main projects
   b. Job description
   c. Results expected
   d. Action plan

6. Set regular evaluation meetings (one in 30 days and one at the end of the externship).

7. Inform the extern of departmental or staff meetings that he/she is expected to attend, and provide time during those meetings for the extern to report progress on assigned projects.

8. Identify a back-up supervisor or support person who can answer the extern’s questions if the supervisor is unavailable.

9. Ensure that your extern understands their responsibilities.

10. Provide a tour of the facility and an introduction to staff members.