

WELCOMING YOUR NEW EXTERN

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**.