 INTERNSHIP INDUCTION

# Checklist and Planning

FOR EMPLOYERS

|  |
| --- |
| Workplace: |
|  |
| Intern name: |  | Mobile: |
|  |  |  |
| Employer contact: |  | Mobile: |
|  |  |  |
| Workplace buddy: |  | Mobile: |
|  |  |  |
| Career progression Manager: |  | Mobile: |
|  |  |  |

ENSURING YOUR NEW INTERN GETS THE BEST START AND ENJOYS WORKING FOR YOUR BUSINESS ENOUGH TO WANT TO COME BACK.

PRE-INDUCTION

DATE

|  |  |
| --- | --- |
|[ ]  Define a clear plan for the internship role and outcomes – job description and tasks. Identify who will train, supervise and mentor. |  |
|[ ]  Find out about your potential intern. Will they suit your role? Are they able to do the job? |  |
|[ ]  Identify & get agreement on a workplace buddy. Plan regular meetings with buddy and supervisor/employer |  |
|[ ]  Consider a trained mentor (ITO?) |  |
|[ ]  Iwi or other cultural or social connections/requirements |  |
|[ ]  Paperwork prepared and complete where possible |  |
|[ ]  Accommodation organised |  |
|[ ]  Project option if available (ask your potential intern if they have a project to complete as a part of their study or personal interests) |  |
|[ ]  Plan Induction programme |  |
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ENSURING YOUR NEW INTERN GETS THE BEST START AND ENJOYS WORKING FOR YOUR BUSINESS ENOUGH TO WANT TO COME BACK.

INDUCTION

DATE

|  |  |
| --- | --- |
|[ ]  Welcome Intern (show accommodation if applicable) and complete paperwork. Inhouse policies and expectations. Provision of tools, clothing, safety gear as required. Written info about how you operate, staff structure and lines of communication, hours of work, breaks, mobile usage etc |  |
|[ ]  A full health and safety briefing including the ability of the intern to do the job. |  |
|[ ]  Business plan overview and marketing/markets |  |
|[ ]  Meet and introduce workplace buddy, supervisor, team |  |
|[ ]  Explain the role to the intern and specific outcomes in relation to the job description |  |
|[ ]  Project option – explain & set up where applicable |  |
|[ ]  Training and equipment to do the job |  |
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**Information links and contacts:**

**Induction information:** <https://www.employment.govt.nz/starting-employment/hiring/induction/>

**Employment information:** <https://www.employment.govt.nz/about/contact-us/> 0800 20 90 20 Employment NZ

**Health and Safety:** [file:///C:/Users/Robyn/Downloads/44WKS-2-agriculture-healthy-and-safe-in-horticulture.pdf](file:///C%3A/Users/Robyn/Downloads/44WKS-2-agriculture-healthy-and-safe-in-horticulture.pdf)

**Mentors through Primary ITO:** 0800 20 80 20

**Buddy Systems and why they are important:** <https://www.pmi.org/learning/library/implementing-buddy-system-workplace-9376>

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Internship Calendar of Activities

FOR INTERN AND EMPLOYER/SUPERVISORS

|  |
| --- |
| Workplace: |
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| Intern name: |
|  |
| Mobile:  |
|  |
| Email: |
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| Workplace buddy: |
|  |
| Mobile:  |
|  |
| Email: |
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| Employer contact: |
|  |
| Mobile:  |
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| Email: |
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| Career Progression Manager:(Your Careers Progression Manager is available to talk to at any stage through your internship). |
|  |
| Mobile:  |
|  |
| Workplace: |
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| --- | --- |
|  | Month 1 |
|  | Other Events | Date |
|[ ]   |  |
|[ ]   |  |
|  | Weekly Planner: Week 1 | Date |
|[ ]  Welcome your new intern employee |  |
|[ ]  Induction |  |
|[ ]  Weekly meeting |  |
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|  | Weekly Planner: Week 2 | Date |
|[ ]  Weekly meeting |  |
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|  | Weekly Planner: Week 3 | Date |
|[ ]  Weekly meeting |  |
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|  | Weekly Planner: Week 4 | Date |
|[ ]  Weekly meeting |  |
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|  | Notes |  |
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|  | Month 2 |
|  | Other Events | Date |
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|  | Weekly Planner: Week 1 | Date |
|[ ]  Welcome your new intern employee |  |
|[ ]  Induction |  |
|[ ]  Weekly meeting |  |
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|  | Weekly Planner: Week 2 | Date |
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|  | Weekly Planner: Week 3 | Date |
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|  | Weekly Planner: Week 4 | Date |
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|  | Month 3 |
|  | Other Events | Date |
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|  | Weekly Planner: Week 1 | Date |
|[ ]  Welcome your new intern employee |  |
|[ ]  Induction |  |
|[ ]  Weekly meeting |  |
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|  | Weekly Planner: Week 2 | Date |
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|  | Weekly Planner: Week 4 | Date |
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Buddy System

A good buddy system is effective in helping your employee feel supported and adjust more quickly in a new workplace. Having a buddy in place at the start, may improve staff retention and skills are learnt with confidence, more quickly. Note: *A buddy is not always the supervisor. If a buddy is not working out, it is good to give the intern a chance to change to someone else.*

<https://www.pmi.org/learning/library/implementing-buddy-system-workplace-9376>

**Who could buddy:** A more experienced, responsible staff member with good people and practical skills: Someone you think could get along with the new team member and is committed to working with the new person.

**Role of the buddy:** To work alongside your new staff member, teaching them how to do tasks and be a trusted person they can talk with to adjust.

 **Troubleshooting**

What if your intern/employer doesn’t seem to be working out so well or is unhappy?

* Regular check ins to see how they are going could prevent problems down the line, and will help you to understand what support they need or what the expectations are.

**Examples of open-ended questions that are good to ask:**

***For employers:*** “I’d like to hear how things are going for you? I really want this to be a good experience for you. If we changed two things, to make your job amazing, what would these be? How are you finding your interactions with your buddy?“

***For Interns:*** “What are your expectations of me for this internship? How do you feel I am going in my role?”

Mentoring

For staff wishing to become a Primary ITO mentor, mentoring training is available from Primary ITO:
www. primaryito.ac.nz/work-for-us/join-up-as-a-mentor/

If you would like to have a mentor to support you through your internship, contact your GoHort Career Progression Manager.

Mentoring is a long-term relationship that supports the growth and development of the mentee. Mentors are a source of wisdom, teaching, and support.

They don’t observe and advise on specific actions or behavioural changes in daily work.

An effective mentoring relationship has mutual respect, trust, understanding, and empathy.

Good mentors effectively share life experiences and wisdom, as well as technical expertise. They are **good listeners, good observers,** and **good problem-solvers.**

They try to understand, accept, and respect others’ goals and interests.

The result is an environment in which the mentee is limited only by their capability.

* Contact your Careers Progression Manager if you would like to talk about how your experience is going

**Employment NZ 0800 20 90 20** [https://www.employment.govt.nz/ about/contact-us/](https://www.employment.govt.nz/%20about/contact-us/)

 **Mental Health Help Lines**

<https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/>

 **Simply the Best**

(Creating great workplaces)

[https://sielearning.tafensw.edu.au/ MBA/bsbmgt401a/bsbmgt401a/](https://sielearning.tafensw.edu.au/MBA/bsbmgt401a/bsbmgt401a/lo/7544/documents/simplythebest.pdf)

[lo/7544/documents/simplythebest.pdf](https://sielearning.tafensw.edu.au/MBA/bsbmgt401a/bsbmgt401a/lo/7544/documents/simplythebest.pdf)