Virtual Intern Onboarding Checklist

Before Start Date

- [ ] Sign and return internship agreement
- [ ] Complete HR paperwork
- [ ] Provide required identification documents
- [ ] Receive welcome email with instructions
- [ ] Set up work email account and communication tools

First Day

- [ ] Attend virtual orientation session
- [ ] Meet with supervisor and team
- [ ] Review internship goals and expectations
- [ ] Access company systems and tools
- [ ] Review schedule and project assignments

First Week

- [ ] Complete required training modules
- [ ] Join team meetings
- [ ] Set up regular check-ins with supervisor
- [ ] Review company policies and remote work guidelines
- [ ] Begin assigned tasks or projects

Ongoing

- [ ] Attend weekly team meetings
- [ ] Submit weekly progress updates
- [ ] Participate in feedback sessions
- [ ] Reach out to mentor or supervisor as needed

End of Internship

- [ ] Submit final report or presentation
- [ ] Complete exit interview
- [ ] Return company equipment or revoke access
- [ ] Update resume and request reference letter