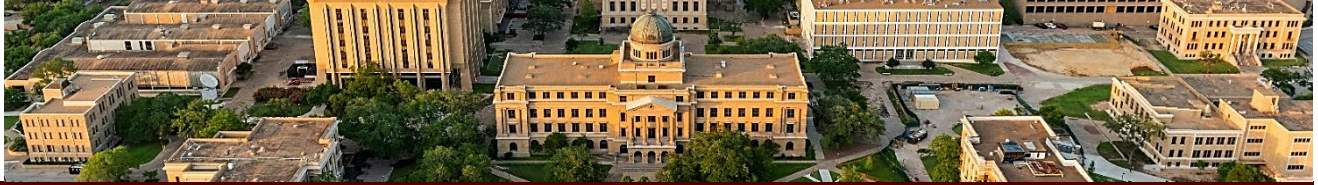


Texas A&M University SkillBridge Program



WHERE PREPERATION MEETS EXCELLANCE

Overview: The SkillBridge Internship Orientation Checklist is designed to ensure a smooth and comprehensive onboarding process for interns participating in Texas A&M's SkillBridge program. This checklist outlines the essential steps and procedures to be followed before the intern's arrival, on their first day, during their first week, and throughout their internship. It also includes guidelines for ongoing support and the end-of-internship process. By adhering to this list, we aim to provide a structured and supportive environment that facilitates the intern's professional growth and successful integration into Texas A&M.

SkillBridge Internship Onboarding & Orientation Checklist

Before the Intern's Arrival:

- Documentation:** [SkillBridge Program Team will conduct the items in Documentation](#)
 - Acceptance Letter with required Training details
 - Background Check email
 - SkillBridge Intern Waiver form
 - Non-Binding Participation Agreement (MoR) Form
 - HR will issue UIN (will prompt NetID creation)
 - HR enters participant in Workday as "Contingent Worker"
 - IT access request form (SSO)
 - I.D. Card link
 - Parking form for 1st day at GSC
 - Parking request link
 - Map where to park for Day 1 at GSC
 - Map where to meet up at GSC for Day 1
- Welcome Email:** [SkillBridge Participant Supervisor or delegate complete items below](#)
 - Send a welcome email with internship details, and relevant contact information.
 - Include a map of where to park including Lot#.
 - Include location of where to meet after the Texas A&M SkillBridge team's Day 1 morning meeting (time TBD). SkillBridge Team can aid in directions to your location.
- Workspace Preparation:**
 - Assign a workspace and ensure it is equipped with necessary supplies and equipment.
 - Set up computer access, email account, and any required software, if not 100% completed by SkillBridge team already.
- Orientation Schedule:**
 - Prepare an orientation schedule, including meetings with key team members and an overview of the department. *More details on potential items to include below.*

On the Intern's First Day:

- Welcome and Introduction:**
 - Greet the intern and introduce them to the team.
 - Provide a tour of the facility, including key areas such as restrooms, break rooms, and emergency exits.
- Orientation Session:**
 - Conduct an orientation session covering:
 - Overview of department's mission at Texas A&M.
 - Introduction to the SkillBridge training program and its goals.
 - Review the intern's role, responsibilities, and expectations.
 - Explanation of company policies and procedures.

By following this list, you can ensure a smooth and comprehensive orientation process for SkillBridge interns at Texas A&M. If you need further assistance or have any questions, feel free to ask!

Texas A&M University SkillBridge Program

- Explain office dress code and any office/cubicle etiquette.
- Review safety protocols and emergency procedures: [What do I do Poster](#)
- Ensure the intern understands compliance requirements and confidentiality policies.
- Assign a mentor or supervisor to guide the intern.

3. IT Setup:

- Assist the intern with setting up their computer, email, and any necessary software.
- Provide instructions on how to access company systems and resources.

During the First Week:

1. Training and Development:

- Schedule On the Job Training sessions relevant to the intern's role.
- Provide access to online training resources and manuals.

2. Mentorship and Support:

- Schedule regular check-ins (1 on 1's) to address any questions or concerns.

3. Goal Setting:

- Work with the intern to set clear, achievable goals for the internship.
- Outline key projects and deliverables.

Ongoing Support:

1. Regular Check-Ins:

- Weekly or bi-weekly 1 on 1 meetings to review progress and provide feedback.
- Encourage open communication and address any issues promptly.

2. Professional Development:

- Offer opportunities for the intern to attend workshops, seminars, or networking events.
 - *The SkillBridge Program staff will hold occasional meetings to facilitate transition specific workshops, seminars, or networking events outside of other Staff authorized events.*
- Provide resources for skill development and career growth.

3. Performance Evaluation:

- Conduct **mid-term** and **final evaluations** to assess the intern's performance.
 - [Paper Eval Form located here.](#)
- Provide constructive feedback and discuss areas for improvement.

End of Internship:

1. Exit Interview: *(If the intern is not being offered a full-time position)*

- Schedule an exit interview to gather feedback on the internship experience within your department.
- Discuss the intern's future career plans and offer guidance.

2. Completion Documentation:

- Provide the intern with a letter of recommendation if they are not getting or do not accept the job offer.
- Ensure any departure documentation (denial of job offer, or no job being offered and why) is completed and submit it to the HROE contact
 - SkillBridge Program Team: SkillBridge@tamu.edu

3. Post-Internship Survey: ***SkillBridge Program Team will conduct this item***

- Instruct the intern to complete the SkillBridge Internship Feedback Form to provide feedback on the program if a position is offered or not.
- Please have the intern complete this within the last week of the program.
- Link: [Exit Survey Link](#)

By following this list, you can ensure a smooth and comprehensive orientation process for SkillBridge interns at Texas A&M. If you need further assistance or have any questions, feel free to ask!