Unit 1: Critical Activities

For Internship
You will be required to engage and document the following actions:

1. Attend the new employee orientation on the defined day and time.
   Note: If you cannot attend the orientation, it will be recorded and it is your responsibility as the new employee to watch and record any questions you have.

2. As the new employee, you are required to reach out to your immediate manager via email and set up a phone call to provide introductions.
   Note: If it is unclear who your immediate manager is you MUST reach out to Human Resources. The Human Resource email address is in the welcome packet.

3. As the new employee, you are required to document all of this activity and the time spent as this is time that will go on your timecard as work activity.

4. As the new employee you are required to document all your questions and concerns and discuss them with your immediate manager.
   Note: Documenting issues and concerns make your engagement stronger and provides for a clear understanding of your needs for success!

For Externship
You will be required to engage and document the following actions:

a. As a new employee, you are required to reach out to your immediate manager via email and set up a meeting to provide introductions.

b. As a new employee, you are required to document all of this activity and the time spent as this is time that will go on their classroom activities as work activity.

c. As a new employee, you are required to document all your questions and concerns and discuss them with your immediate manager.

NOTE: Documenting issues and concerns make your engagement stronger and provides for a clear understanding of your needs for success!

Read the following materials:

The First Few Days provides an overview of what to expect at your new organization.

Common Situations and Questions provide the important “need to know” information for interns.


Basics of action planning as part of strategic planning.

