Intern Mentor Checklist

Mentors work in partnership with managers, and are critical in determining the success of an internship experience. Mentoring interns requires commitment to developing, educating and providing meaningful experiences for the interns. The following checklist will help you create a successful mentorship for your interns.

A Checklist for Mentoring Interns

- Dedicate Time! This is key to the intern feeling supported and welcome.
- Learn about the intern’s goals and how they would like you to help them achieve their learning objectives.
- The intern is here for both a learning experience, and also to be a productive member of the team. Include the intern in as many department discussions/meetings as possible and introduce them to other team members.
- Find opportunities for the interns to job shadow different areas with the department and organization.
- Communicate clear expectations to the interns. They should understand how their work impacts others and the organization, and why it is important.
- Keep the intern engaged and educated.
- Be keenly aware of any situations in which the intern is losing interest, or is confused or frustrated by their work. Be ready and able to help bring them back on track.
- Provide feedback to the intern’s manager as necessary.