Guide to Onboarding Remote Interns

When you are welcoming your remote interns it may be a challenge to get them up to speed, particularly as you may not be able to meet in person. Make sure you offer a structured onboarding process for a smooth transition into their roles. Use this checklist as a guide to ensure your interns understand their responsibilities, your business, policies, and expectations.

- **Send your new interns IT hardware and manuals:** If your intern is in need of necessary equipment to perform their tasks, send out any computers and hardware ahead of their start date. Be sure to inform the interns what to be expecting and confirm that they have received their equipment.

- **Help new interns complete required paperwork:** Set up time for your interns to sign contracts and other legal documents. You can use e-signature tools to make sure necessary documents are transferred in a secure environment.

- **Help new interns get up to speed on your company culture:** Despite not being a physical part of your office, it's important to help your remote interns understand the culture and help them feel welcomed. Things you can share that might be helpful areDigital employee handbooksPresentations and literature on your company valuesInvitations to all-hands meetingsPictures/videos from past events

- **Ensure new interns understand how to use your communication tools**: Share the best tools and ways to contact team members and ensure your interns know how to use the technology. Be sure to provide manuals/tutorials if necessary.

- **Invite hiring managers to set specific goals and expectations**: Prompt managers to create tasks after training and onboarding, along with short-term and long-term goals for the length of the internship program. This ensures that the interns are not waiting to be told what to do once their manager gets online.

- **Set up meetings with other key team members:** Allocate time for your new intern to meet other members of the team and any other colleagues they will be closely working with. This could be virtual one-on-ones, and/or group calls.

- **Schedule calls to touch base:** Encourage your interns to communicate as needed, but providing a cadence of calls to touch base offers a structured opportunity to talk about progress, ideas, challenges, etc.