

MENTOR ORIENTATION CHECKLIST

WORKSITE: _____

MENTOR: _____

STUDENT INTERN NAME: _____ STUDENT #: _____

Review all items on the Mentor Orientation Checklist with the person who will be mentoring the student intern. Discuss the mentor's responsibilities.

| Topics Covered | Yes | No | Notes |
|---|-----|----|-------|
| Safe Worksite: Worksite has been evaluated for safety and cautions and concerns have been discussed with the business. <ul style="list-style-type: none"> Ask for a tour of the student work area. Does the mentor have a current business license? | | | |
| Measures are taken to provide training and on-going support to worksite mentors and staff. The mentor responsibilities have been discussed with the worksite supervisor. | | | |
| Training Agreement: Mentor responsibilities have been discussed. <ul style="list-style-type: none"> Is a non-supervisory adult provided at the workplace to act as a mentor, advocate, advisor, and friend to help a student resolve issues and workplace demands? | | | |
| Verify Internship: Paid/non-paid | | | |
| Workers' Compensation: Volunteer/non-paid internship: Use Workers' Compensation materials Paid Internship: Worksite covers liability | | | |
| Transportation: Issues discussed | | | |
| Calendar: Verify days, hours, and student information | | | |
| Attendance Verification: Time card | | | |
| Meaningful Learning Experience: Skill Grid, Evaluations | | | |
| EEOC, Title VII: Will not discriminate on the basis of ... | | | |
| Mentor Expectations of student | | | |
| Suggestions for Mentor: First day of student arrival—discuss behavior expectations, internship expectations, and orient student. <ul style="list-style-type: none"> Working with youth Child labor laws | | | |