

INTERN SUPERVISOR GUIDE

To support you in being the best possible supervisor for your intern, we've created a guide to walk you through every step of the summer. Plus, if you ever have questions about being a supervisor, you can reach out to us at any time at internshipprogram@asicentral.com.

BEFORE YOUR INTERN STARTS ...

- Set up your intern's email address and access to internal systems.
- Add internshipprogram@asicentral.com to your intern's safe sender list on their email account.
- If the intern is working from your office, have someone set up a work area for them.
- Make a list of the projects/duties you'd like your interns to work on over the summer and due dates for each.
- Create a training schedule that includes instruction on using the internal systems and their company-specific duties. Include who will train them on each.
- Schedule any trainings taking place on their first few days of work.

ON YOUR INTERN'S FIRST DAY ...

- Have the intern check their access to all internal systems to ensure everything is working properly.
- Introduce the intern to their new colleagues!
- Advise them that ASI® will be contacting them about the Summer Internship Program and that you'd like them to participate as time allows.
- Give the intern an overview of your organization, including the structure, policies, expectations, safety guidelines and confidentiality issues.
- If the intern is working from your office, give them a tour of your facility.



DURING YOUR INTERN'S FIRST FEW WEEKS ...

- Aim to have most of the company-specific training completed.
- Encourage your intern to watch the "core curriculum" webinars provided by ASI to get a background on the industry and essential workplace skills.
- Start assigning the intern the projects/duties you'd like them to work on over the summer. Be sure to give them due dates for each project.
- Give them a point of contact for each duty or project and encourage them to ask questions when necessary.



THROUGHOUT THE SUMMER ...

- Check in with your intern regularly on the status of projects and duties assigned to them. Set a weekly or biweekly meeting to check in.
- Encourage your intern to watch the "elective" webinars provided by ASI to gain knowledge specific to their job responsibilities.
- Look at ASI's upcoming intern events and deadlines on our Supervisor Resource Page and let your intern know of anything you'd like them to participate in.
- Ask your intern regularly if they have any ideas for improving the company or new projects.
- Assign your intern any remaining projects/duties you'd like them to work on over the summer.
- Give your intern immediate feedback when they do a good job or when something needs improvement so they can adjust before the summer is over.



BEFORE YOUR INTERN LEAVES ...

- Set up a meeting with your intern to discuss the state of everything they're working on and any final feedback you have. Be sure to give your intern feedback on their performance and also ask for ways they think your company can improve.
- If your intern did an exceptional job, write them a letter of recommendation they can supply to potential employers.

ASI Internship
PROGRAM

INTERNPROGRAMASI.COM