



Managing your Intern Remotely

SETTING UP FOR SUCCESS

As organisations have adapted to a work from home environment, so too have university students, with many studying from home during the semester.

Managing your Intern remotely will be successful with open dialogue, clear objectives and equipping your intern with the tools and resources they need to achieve your goals.

We have seen great learning outcomes from our students who have interned remotely. Here are our tips on how to make the internship a success.

ONBOARDING

The onboarding process is crucial in establishing the patterns and workflows you expect from your Intern. Below are a few recommendations to ensure your Intern is adequately supported to succeed.

Personalise a welcome pack

Get them excited about joining your organisation by sending some company merch or recording a team welcome message.

Get the tech right

Make sure that your Intern has access to the right hardware, software and systems before they start.

Provide lots of guidance

For some, it will be their first internship or even their first professional job, so over-communicate the basics and set them up with a team buddy.

Spread the word

Tell your team. Get your Intern on Zoom 'coffee catch ups' and team meetings.

EXPECTATIONS

Our Interns are eager to ensure that they add value to the work that you do, so please ensure you are clear with your work expectations, understand their capacity and ability, and be prepared to review and adjust their workload accordingly.

Straight forward instructions, deadlines and weekly goals will help your Intern positively contribute to your team.

Additionally, we encourage frequent and agreed check ins between you and your Intern to provide them with the support they need, whether it's to provide further instruction or feedback. Checking in is a key part of learning and will provide the developmental support they need during their internship with you.

FLEXIBLE WORKING

We know that many organisations have had to adjust to different working environments and management styles.

Our Advisors will work closely with you and your Intern to establish clear expectations and communication plans and will be there to support you with anything you may need.

We will work together as a team to ensure your Intern is set up for success when working remotely and that they are able to manage their time productively.

We consciously engage in collective learning for the betterment of the program, and the enrichment of experience we can provide to Interns. Your feedback and participation is crucial in the development and execution of each internship cycle.