

Additional checklist for work experience

During the work experience	Who's Responsible	Date Completed
Establish a clear work plan, review this on a regular basis, and incorporate the student's goals and objectives. The short and long-term objectives should focus on both organisational and intern development	Line Manager	
Establish a "key project" for the intern. This will be a project that they will take the lead on developing and provides a tangible goal alongside any business-as-usual activities.		
Schedule weekly performance reviews and reduce the frequency as required by all parties		
Encourage the intern to complete their own personal development plan (PDP) to help them identify their skillset and highlight areas for further development. (If the intern is a Durham University student, we have resources available on the Durham University, Careers & Enterprise pages)		
Treat interns as you would all other members of staff, allow appropriate breaks, provide the workload stated within the job advert and take all concerns (e.g. bullying/discriminatory behaviour) seriously and resolve these through supervision meetings and in accordance with relevant policies		

Completion of the work experience	Who's Responsible	Date Completed
Task the intern with completing a handover document for the next intern. (if applicable)	Line Manager	
Carry out an exit interview. This will help the student to recognise their development and you to better understand their experiences for future internships		
Assist the intern with industry contacts, networks, and sourcing relevant career opportunities if relevant		
Agree to act as a referee and provide up to date contact details to the intern		
Consider changing all passwords on shared mailboxes and social media channels, to ensure compliance with GDPR		
If the intern is a Durham University student, encourage student to complete a case study . This will help other current students gain an understanding of different types of careers and help inform their decision.		