**Orienting your Intern to working with the County**

It is important that the intern view Henrico County as a place that they may want to work in the future given their career goals. One way to do this is to make sure that the intern learns about the County culture and working environment. Some ways to help your intern be exposed to other parts of the County are below. We welcome any additional ideas and suggestions you may have to share with others in the future!

Interns can….

* **Attend Board of Supervisor meetings**
* **Have lunch with department head or assistant department heads**
* **Attend any social department events**
* **Review County Annual Report**
* **Explore County web site** [**https://henrico.us/**](https://henrico.us/)
  + **Services**
  + **Government:** 
    - **Board of Supervisors**: Learn about Board Members, video content for meetings, meeting schedule.
    - **Government Organization**:
    - County Manager Form of Government.
    - County Manager’s Office: Executive staff, Public Data: Population & demographics, News Media, Henrico Way Employee Spotlight, Organizational Chart.
    - Government Locations, Ordinances & Policies, Open Government, Who We are: About us, Mission, and Values etc.
  + **Departments**
    - **Human Resources:** Policies and Procedures, job opportunities, Employee Portal, The County Connection, History of HR, Organizational Learning and Talend Development for YouTube On-line learning resources that they can complete. etc.
    - **Public Relations**: HCTV Programs for video content about the Agency and county projects related to the agency; Henrico News, News Releases Archives.
    - Agency assigned and similar Agencies that align with similar agency function or that relate to the student’s studies or career exploration.
  + **History:** Our history and landmarks.
  + **News:** articles, videos, and podcasts.
* **Shadow supervisor or others at meetings to learn more about their agency, projects, and collaborative efforts between agencies.**
* **Attend regular staff meetings.**
* **Be invited to lunch with co-workers.**
* **Allow the intern to visit other agencies in which the business function and duties align with their area of study or interest. For example, let them go on facility tours, shadow staff of another agency or within a different division in your agency, allow them time to conduct informational interviews with staff, consultants, or volunteer.**

**SAMPLE ORIENTATION CHECKLIST**

* Review County Structure and Your Agency structure
* Explain need-to-know items
  + Parking
  + Work area
  + Specific workdays/times
  + Office hours/breaks/lunches
  + Any upcoming vacations
  + Timecard process for paid interns/Hours tracking for unpaid interns
  + Attendance and Punctuality
  + Work attire
  + Department of Human Resources – Rules and Regulations
  + Computer Use Policy
  + Equipment Policies
  + Smoking Policy
  + Henrico County Core Competencies
* Review the internship
  + Job description
  + How the Internship relates to the County
  + Learning goals
  + Expectations
* Work process
  + Weekly meetings
  + Resources
  + Communication
  + Evaluations – mid-point and final
* Orientation to your Department
  + Notify staff of new intern
  + Introduce the intern to staff
  + Make personal introductions and explain work relationships
  + Give a tour
  + Provide a work mentor