

Internship Planning Checklist: Cultivating your company's future

As an organization committed to fostering talent and providing valuable learning experiences through internships, it's important to create a well-structured and organized internship program. This checklist serves as a detailed guide for you to use that covers the major steps in preparing, administering, and measuring the success of your internship program.

PHASE 1: Plan

Establish the program - define program goals that align with the organization

- Identify internal business and stakeholder needs
- Forecast volume and move-in dates for each market
- Engage with relocation management company (RMC)/relocation services provider for preliminary needs assessment
- Establish current year move-in dates
- Create intake form for talent acquisition/recruiters
- Finalize and publish program benefits/utilization guidelines
- Establish approach for "late-adds" as it pertains to stipend, housing, etc.
- Identify internship candidates
- Create and distribute onboarding timeline
- Collaborate with RMC/relocation services provider to determine service partners
- Assess visa/immigration needs and engage service partners
- Define measures of success and KPIs

PHASE 2: Program information distribution and data collection

Collect data and ensure data integrity

- Finalize program details (e.g., policy guides, volume, locations)
- Conduct training with talent acquisition on initiation process
- Test intern payroll feed for data integrity and process accuracy
- Create frequently asked questions
- Extend offer letters to interns
- Engage with RMC/relocation services provider and supplier network to identify potential providers

- Send cost projections and timeline to talent acquisition
- Send introduction email to interns (typically from talent acquisition or mobility)

PHASE 3: Build timelines

Establish the timeline from selection to onboarding

- Finalize timeline with action items and target dates
- Configure and customize partner portals
- Create and upload company documents and frequently asked questions into intranet or HR system
- Submit intern data to payroll for wage/salary disbursement
- Input payroll/employee identification into system for payroll reporting
- Audit all final data in system with RMC/relocation services provider
- Initiate administration with RMC/relocation services provider
- Review and approve initial property options based solely on estimated numbers and confirmed locations
- Determine stipend estimates for "late-adds" based on housing average costs, as applicable

PHASE 4: Secure housing

Approve all housing tasks

- Finalize the property options based on actual numbers and confirmed locations
- Execute leases 30-45 days prior to required access dates
- Finalize roommate matching at cut-off date, as applicable
- Review most frequent exceptions and recommend approach
- Create script outline for welcome call, including housing information
- Prepare welcome letter and welcome bag for each intern
- RMC/relocation services provider schedules and conducts team training
- Conduct portal review with RMC/relocation services provider
- Create and provide an after-hours contact line for emergency situations
- Create communication for move-out instructions

PHASE 5: Go live

Onboard Interns

- Send arrival instructions to interns two weeks before start date
- Perform introduction call with intern to review program benefits and answer questions
- Confirm move-in dates
- Disburse lump sum/stipend/allowance, as applicable
- Give interns access to housing, as applicable
- Send mid-point check-in email
- Distribute satisfaction survey to interns
- Report survey results to HR/mobility team(s) and other KPIs to respective stakeholders

Through careful planning, effective recruitment, robust learning opportunities, and continuous evaluation, interns will have a transformative experience while contributing to the growth and success of your organization. Need assistance in setting up a successful intern program? Graebel can help – [contact us](#) for more information.