

ORGANIZATIONAL READINESS ASSESSMENT FOR HOSTING INTERNS

Question	Answer
<p>Has the company defined a clear purpose or objective for hosting an intern? Has a clear learning outcome been defined for the intern's role? (e.g., to support ongoing projects, build talent pipeline, contribute to learning culture)</p>	
<p>Who will be responsible for supervising and guiding the intern on a daily basis? Is mentorship time formally allocated in the team's weekly schedule? (Please indicate the name and role of the designated internship supervisor or manager.)</p>	
<p>Is there a dedicated workspace available for the intern at the office? (e.g., desk, chair, computer, access to meeting rooms, etc.)</p>	
<p>Are there any additional physical or logistical arrangements that need to be made before the intern's arrival? (e.g., ID badge, IT access, security clearance, etc.)</p>	
<p>What computer or technical equipment will the intern use during the internship? (If the intern does not have their own device, will the company provide one that meets the technical requirements?)</p>	
<p>Is there staff capacity available to provide initial orientation and training to the intern? (Specify who will be involved and how the training will be delivered.)</p>	
<p>Can the company provide consistent supervision, mentorship, and performance feedback throughout the internship?</p>	
<p>Are there any specific tasks, projects, or assignments already identified for the intern to work on? (If yes, please briefly describe the planned work.)</p>	