

Appendix O:

The First Meeting - Supervisors Checklist

Being organized and ready for the intern's arrival demonstrates to them that they have a reliable supervisor and encourages them to model this behavior going forward. Items for discussion might include:

Work style:

- What are the intern's work preferences?
- What are the supervisor's work style preferences?
- Does the intern/supervisor like to work from the big picture or from a detailed to-do list?
- Are strict deadlines helpful or hindering? Do they motivate or create anxiety?
- How often should interns and supervisors check in?
- How should they check in (emails, short meetings, shared documents)?

Internship goals:

- What are the supervisor's goals regarding the work of the intern?
- Revisit the skills, experiences, and professional experience the intern hopes to garner during their time at the library.
- Mutually create and agree to a timeline and key deliverables for successful completion of internship project goals and objectives.

Feedback:

- How does the intern/supervisor prefer to give and receive feedback?
- Do they like immediate feedback or feedback during check-ins?
- Do they prefer written or oral feedback?

Keep in mind that feedback on projects and professional-development/behavioral feedback may differ. It is usually easier to hear negative feedback on a project (more impersonal) than on how one goes about their work (more personal). Be clear at the onset how each party would like to give and receive these kinds of information. ●

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