

Supervisor Success Checklist

Congratulations on having selected a Micro-Intern!

To help them meet your expectations, make sure you've done/are doing the following:

- Understand your role. As a Micro-Internship supervisor, you're in a unique position to help your Micro-Intern [develop competencies](#) that will benefit them throughout their career. [Click here to read Career Competency definitions.](#)

- Connect with your Micro-Intern. They have been instructed to reach out to you to set up an initial meeting. During this meeting, they have been encouraged to set [SMART goals](#) for the project and establish a schedule for checking in.

- [Provide context](#). Explain to your Micro-Intern how you intend to use their project. This context will not only be valuable professional knowledge, but will also help them deliver a final product that best meets your needs.

- Set [clear expectations](#) by reviewing the steps of the project with your Micro-Intern and establishing deadlines to receive and review completed components. This will ensure that they are executing the project to your satisfaction and on time.

- Encourage questions by letting your Micro-Intern know your preferred method for receiving them, whether it be via emails or scheduled check-in meetings.

- Share [constructive feedback](#). If issues arise, be specific about what needs improvement and offer examples. This will help the Micro-Intern make adjustments and meet your expectations.