

Supervising Curry Interns

Intern Communication & Work Style Checklist

Intern Name: _____ **Supervisor:** _____ **Date:** _____

Complete the following questions with your intern during their first week. Review each question together and have them select whichever options apply, more than one is fine. Use their responses to guide how you communicate and work together throughout the internship.

How do you prefer to be contacted?

- ☐ Email
- ☐ Text
- ☐ Phone call
- ☐ Video call
- ☐ In-person conversation
- ☐ Other: _____

Do you prefer to process information through:

- ☐ Talking it out (one-on-one)
- ☐ Writing
- ☐ Visuals
- ☐ Hands-on practice
- ☐ Other: _____

What is your preferred tone of feedback?

- ☐ Direct
- ☐ Gentle
- ☐ Other: _____

What is your preferred format for receiving feedback?

- ☐ Written notes
- ☐ Verbal discussion
- ☐ Annotated documents with corrections
- ☐ Other: _____

When do you prefer to receive feedback?

- ☐ In the moment, as things come up
- ☐ During a scheduled check-in meeting
- ☐ Either works, depending on the situation
- ☐ Other: _____

How often would you like to check in with your supervisor?

- ☐ Daily
- ☐ A few times a week
- ☐ Weekly
- ☐ As needed
- ☐ Other: _____

When you have a question or need help, what do you prefer to do?

- ☐ Ask right away
- ☐ Bring it to a scheduled check-in meeting
- ☐ Send a written message (email, chat, instant message, etc.)
- ☐ Other: _____

What kind of work environment helps you focus best?

- ☐ Quiet, uninterrupted time
- ☐ Some background activity or conversation
- ☐ A predictable daily routine
- ☐ Flexibility in how the day is structured
- ☐ Other: _____

Anything else that would help us work well together?
