

Intern Training Outline

1. Prior to Intern Arrival - Arrange for an office or appropriate workstation to be available for the intern. The appropriate programs and applications need to be functional on the workstation when the intern arrives.

2. Upon Intern Arrival

a) Review expectations

Examples:

- Not expected to know everything
- Ask lots of questions
- Incorporate acquired knowledge into work

b) Establish Goals

Examples:

- Assist with processing an appraisal from start to finish
- Gain exposure to duties of an appraiser
- Interpersonal skills when dealing with clients, property managers, etc.

c) Discuss their schedule during internship

Examples

- Travel arrangements/accommodations
- Any events or meeting dates
- Meetings and inspections as they come up

d) Discuss who the intern should report to and those individuals the intern can expect to interact with in the office.

e) Briefly review the computer software and workstation

f) Review time cards, expense reimbursements, etc.

3. Throughout the Internship

a) Provide steady workflow incorporating all aspects of the appraisal process, i.e. mapping, physical data collection, sales research, market and industry research, etc.

b) Allow independent work and encourage intern to make use of available resources before asking for assistance

c) Keep work challenging, but not overwhelming

d) Provide ongoing feedback to the intern

e) Check in with the intern on how things are going on a regular basis