

INTERNS DO'S AND DONT'S



ETHICS, INTEGRITY, HONESTY

- Know the ethics that exists in the organization and implement them in day-to-day work
- Doing the right thing in a reliable way. Having strong moral principles
- Speak the truth and act truthfully

RESPONSIBILITY, COMMITMENT, PROFESSIONALISM

- Support your hiring unit as stated in job description and own your responsibility
- Immediately discuss after on board, discussion with your supervisor about your work plan is advised
- Maintain professionalism according to your work
- Wear proper office attire
- Interns are expected to comply to UNDP office hour. At the discretion of the supervisor, interns are allowed to take a leave.



PROACTIVE, INITIATIVE CREATIVE

- Be brave to express your opinion
- Think out of the box and raise your idea with your supervisor
- Always looking ahead at future activities, projects and events. As well as anticipating needs, problems and possible outcomes
- Willingness to try new things or hear/ consider new ideas

SUPPORT DIVERSITY AND RESPECT

- Support diverse working environment
- Keep the harmony and respect your co-workers
- If you experience or witness any form of harassment, report directly to the HR. Your voice will be heard



HELLO

My Name Is



UN IDENTITY

- Do not represent yourself as UNDP or sign agreement with external parties
- Do not share confidential information related to your work
- Please be mindful of your UN ID & Access card at all times. Both are to be returned at the end of your internship.

GRATIFICATION

- Do not receive gifts or gratification from vendor or other external parties



ASSUMPTIONS



SUPERVISOR DO'S AND DONT'S



WORK PLAN

- Plan your intern job's description
- Prepare learning and professional development for your intern
- Immediately discuss after on board to guide and discuss with your intern regarding their job

TACTFUL COMMUNICATION

- Choose appropriate time and words in communicating with your intern
- Watch your body language and never react emotionally
- Create the right environment and think before you speak



CONSTRUCTIVE FEEDBACK

- Focus on description rather than being judgemental
- Give praise when it's due
- Focus on the facts of behaviour, rather than your assumptions
- Focus on the performance, rather than the individual
- Avoid being offensive

CHALLENGE & DEVELOP

- Give proper challenge for your intern according to their capabilities
- Give your intern room to develop
- Involve the intern in problem solving situation



EXPECTATIONS

- Do not put too much or too low expectations on your interns
- Managing your expectations is advised

AUTHORITY

- Do not abuse your authority or power over the interns
- You may delegate simple project to your intern, but you have to be responsible for the final result



PINKY PROMISE

- Do not give work-related promises to your interns

