

Sample Orientation Schedule

KPMG provides a one day orientation for interns that includes an overview of the firm's structure and leadership, resources, day-to-day operations and expectations. This orientation provides an opportunity for interns to get to know one another and meet with KPMG staff. See sample orientation agenda below.

9:00 – 9:05 a.m.	Welcome to Company: Facilitator self introduction Opening Video: "Introduction to Company"
9:05 – 9:20 a.m.	Local Office Leader Welcome & Introductions: local office leader
9:20 – 11:30 a.m.	Today's Objectives & Expectations Our Vision and Overview of Firm Structure & Leadership Our Values, Code of Conduct, Professional Standards and Independence Break Navigating Firm Resources: Time & Expense Reporting Requirements Understanding your Benefits and How to Enroll Business Casual/Dress Guidelines Q&A
11:30 a.m. – 12:00 p.m.	Housekeeping Items <ul style="list-style-type: none">▪ Complete I-9 forms▪ Activate relevant credit or other access cards
12:00 – 1:30 p.m.	LUNCH
1:30 – 2:00 p.m.	<ul style="list-style-type: none">▪ Obtain employee access badges▪ Laptop pick-up▪ Office Tour
2:00 – 3:00pm	Technology: <ul style="list-style-type: none">▪ Laptop distribution and setup (Quick Reference Cards)▪ Voicemail: Facilitator discussion and Quick Reference Card
3:00 – 3:15p.m.	BREAK
3:15 – 4:00 p.m.	<ul style="list-style-type: none">▪ Local Office Operations Services Presentation: Facilitator discussion▪ Firm Security : Facilitator discussion and video
4:00 – 4:30 p.m.	Closing: Facilitator discussion and video <ul style="list-style-type: none">▪ Next Steps (newcomer checklist, self-study training requirements, Benefits election)▪ Review expectations for the rest of week▪ Final Q&A▪ Follow Company Online (keeping up to date with social media)▪ "Company Values" video – emphasizes firm's core values and global attributes; creates and exciting and poignant conclusion to the day
4:30 p.m.	ADJOURN

Source: KPMG