

Intern Program Checklist

This checklist is designed to help you get started at Nationwide! Simply mark off the items below as you complete each one in the coming weeks. Remember, you only have 10-12 weeks to learn as much as possible. Don't forget to work with your managers, coworkers and fellow interns as you get started this summer.

Note: You may complete the items sooner than suggested... Use this checklist to help facilitate the process more efficiently.

Week One

Action	Resources/Tips
<input type="checkbox"/> Access "Call-up", Nationwide's online phone directory to locate individuals, organizational charts, mail codes, etc.	Search InSide and People
<input type="checkbox"/> Confirm downtown parking location	See Arena District map for tips
<input type="checkbox"/> Meet with your manager	Get to know one another Ask questions regarding expectations, goals, your business area, etc. Discuss how to best communicate with one another Discuss intern expectations
<input type="checkbox"/> Meet with your peers	Get to know one another Ask questions regarding working together, current projects & initiatives, your business area, etc. Discuss how to best communicate with one another
<input type="checkbox"/> Locate key facilities within your area / building	Know where to locate restrooms, supplies, cafeteria, work area(s), copier, entrances/exits, inter-office mail drop/pick-up site, etc.
<input type="checkbox"/> Request/review procedures and processes for your area	Know processes and policies specific to your department or team such project/work update process, etc.
<input type="checkbox"/> Confirm the appropriate steps for processing payroll	Work with InnoSource Inc. with questions, as well as your University Relations representative
<input type="checkbox"/> Learn about training opportunities available to interns	Career tab Career Management Visit each Business Unit page on InSide for more
<input type="checkbox"/> Learn about Associate Resource Groups at Nationwide	Company tab > Diversity & Inclusion > ARGs and BUCs
<input type="checkbox"/> Learn about Nationwide's Corporate Security policies, emergency procedures, and critical information for your safety!	Company tab > Corporate Security



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Week Two

Action	Resources/Tips
<input type="checkbox"/> Explore Diversity & Inclusion website	Company > Diversity & Inclusion
<input type="checkbox"/> Access cafeteria menus	Home tab > Cafeteria Menus
<input type="checkbox"/> Learn about the Fitness & Wellness Centers	Sites A-Z > Wellness Centers
<input type="checkbox"/> Access information on the Columbus area	www.experiencecolumbus.org
<input type="checkbox"/> Our Customers: learn about our customers, how we're doing, and much more!	Company > Customer Advocacy

Weeks Three thru Five

<input type="checkbox"/> Learn how to get involved in the community	Company tab > Corporate Citizenship
<input type="checkbox"/> Learn about career opportunities available at Nationwide	HR Information> Jobs at Nationwide
<input type="checkbox"/> Set up meetings with individuals whose jobs seem interesting and/or something you would pursue after graduation	Helpful when considering development opportunities. Reference Nationwide organization charts as well as your manager for ideas
<input type="checkbox"/> Learn more about your business unit!	Business Units tab Select any unit(s) that applies to your role. For example, if you are in an IT role supporting Property & Casualty, then you would check out both business units.

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Week Six

Action	Resources/Tips
<input type="checkbox"/> Meet with manager(s) and peer group to touch base on performance and progress	Discuss with manager your successes and areas for growth. Review objectives identified at the beginning of the internship
<input type="checkbox"/> Learn more about Nationwide by reviewing the Annual Report	Company tab > About Nationwide
<input type="checkbox"/> Learn more about products and services; get a quote	My Services tab > Experience Nationwide
<input type="checkbox"/> Learn about the Nationwide Bank	Business Units tab > Nationwide Bank

Week Seven thru end of program

<input type="checkbox"/> Complete End of Summer Performance Evaluation with your manager	Review with manager your successes and areas for growth.
<input type="checkbox"/> Identify long term career opportunities at Nationwide	Utilize your University Relations representative or business unit recruiter
<input type="checkbox"/> Are you a Nationwide customer?	Submit feedback on your experience with Nationwide products as a Nationwide customer. My Services tab > Experience Nationwide