



# Intern Guide

## Hibachi Assistant Internship Process

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### INTRODUCTION:

This document is offered to all interns to describe the process of your internship. Throughout the week of your internship, you and your mentor will go over numerous stages that will teach you how to perform your duties as a Hibachi Assistant. At the end of the week, you will complete a final examination. The premise of this examination will include questions asking what you have learned during your internship and how to deal with certain situations.

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### MENTORS:

The most vital factor of your first week of working here is having a person that you can look up to as an example and learn from. This is why we decided to assign every intern a mentor that will be administering and introducing every intern to their duties for one week. During this week, you have the opportunity to get to know your mentor personally while learning important protocols off of them. Be sure to take advantage of this opportunity, because you'll need it for the end of your internship! We will now clarify the stages that you and your mentor will complete during your internship.

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### STARTING OFF:

As your mentor approaches you, they will start off by introducing themselves and may encourage you to introduce yourself as well! They will then help you review the [document portal](#) we have given to help you understand all you need to know. As these mentors are experienced, we recommend that you pay close attention. Don't be afraid to ask questions or point out any concerns you have, because they are here to help you.

Keep in mind that after your promotion, we don't immediately rank you to Hibachi Assistant in the group. The Staffing Department needs to ensure you are fully

prepared to be given moderator privileges, so we require you to complete the following three requirements before receiving your rank: (1) completing the safechat test, (2) showing you have 2FA on both Roblox and Discord, and (3) going through an introductory seminar/meeting to train you on our procedures. These requirements must be completed before the third day of the internship. Your mentor will help you complete all of these and communicate with a Staffing member to get you ranked.

After you have received your rank, the next thing you should do with your mentor is to attend your first training session. Arrange a time with your mentor to attend a training session. You can find a list of claimed training sessions [here](#). At your first session, you will be shadowing your mentor and assisting them throughout the training. Your mentor will be guiding you throughout the training while taking the lead as the trainer. VC is recommended but completely optional.

Afterwards, your mentor will go on multiple shifts with you explaining how to deal with situations that occur. Do not hesitate to ask any questions as the mentors are there to help you. Your mentor will be helping you with certain situations that will surely benefit you for your final examination. Your mentor will also explain what your requirements are and how you can check your minutes which will be logged on Dango (Kohau's Discord bot). In addition, you are also able to view your minutes in-game through the !viewminutes command.

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## **TRAINING EXAM:**

After you have attended your first training session, you're now eligible to attend your "training exam". Your training exam is where you'll train on your own. Arrange a time for you and your mentor to attend. Your mentor and everyone else can not help you at all during this exam, so make sure you're prepared to try your best. Your mentor will be noting how you performed during the training test and the Staffing Department will use your performance as a factor in deciding if you're qualified to pass your entire internship.

Note that your exam does not have to be right after your first session. You may practice training in more sessions by yourself, but the training examination should be completed eventually.

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## **PRACTICAL EXAM:**

Finally, the last major stage you will be expected to participate in is the practical examination. This stage consists of simulations and questions that test the knowledge you should have learned during your week of working here. We recommend that the exam is only conducted on the last three days of your internship. Your mentor will be administering the examination in a private server at the restaurant and taking note of how you performed within it. As it is your final test, be sure to prepare well for it and recall everything that your mentor has taught you. Again, do not hesitate to ask your mentor plenty of questions and take advantage of the numerous days you have together before the practical examination. Make everything count!

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## **REQUIREMENTS:**

You should also note that you have requirements for the week as an intern. On top of completing your safechat test before its deadline and your training and practical examination within a week, you will need to attend 2 training sessions and complete 120 minutes of supervision at the restaurant like a normal Hibachi Assistant. Note that the two required sessions are basically your first training session and your training examination. Other normal sessions you attend that do not involve your mentor also count!

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## **CONCLUSION:**

We hope this document clears up a lot of questions you may have had about the internship process. We wish that you enjoy your time here at Kohaú as an intern and we are excited to see what you can bring into the Kohaú community. If you still have any questions or concerns, please do not hesitate to ask your mentor or a member of the Staffing Department!

*Signed,  
Kohaú Staffing Department*

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