

Supervising Remote Interns

The basics

If you're encountering the need to supervise an intern who works remotely, this resource is for you. Supervising remote interns is especially common for Micro-Internships, companies invested in diversity and inclusion, or during times of uncertainty where your entire company may need to go remote.

The most basic action a company can take is to have an "[Intern Remote Work Standards](#)" agreement that both the intern and his or her manager are required to sign. This agreement sets forth the basic expectations and rules for working remotely.

It is important to remember:

- Interns are on your team to not only help with the workload, but to also learn more about the company, the industry, and potential careers.
- Take the proper amount of time to establish a mentoring relationship with your remote intern in order to maximize the gains for both you, your company, and your intern.

Consider that when allowing interns to work remotely, you are managing the outcomes rather than the process. This means that you should focus on the quality of the projects or tasks rather than the amount of hours it took to complete. As long as your intern is producing the quantity and quality results that your company is looking for in a timely manner, they are doing what is necessary to be successful.

Communication tips

Interns need guidance from their supervisor so that they know what is expected of them. They will need your help to reach their full potential at this stage, which makes ongoing feedback so important.

- Start by determining what the best method of communication to stay in contact is – email, phone, virtual one-on-one meetings, etc.
- Routine checkups and weekly progress calls are good methods to use to stay in touch with your intern while they work remotely.

Note: If you'd like more guidance on general intern supervision, whether remote or not, you can [read our resource](#).

While supervising remote interns can prove challenging, the benefits are worth the effort, especially when supervised properly. Your company can obtain talent that is nontraditional and diverse, including students who are taking classes full time and working part time.