

Toolkit Resources

Intern Checklist

Action Item	Your Plan	What Worked and Why	How Could You Improve
Plan and Prepare			
Learn about the organisation. <ul style="list-style-type: none"> – History. – Key products/services. – Key people. – Engage with materials provided by organisation in advance. 			
Set up home workspace. Think about: <ul style="list-style-type: none"> – Where – try to find a quiet place. – Camera location and background – use filters or background. – Ergonomics – many programmes provide support. 			
Think about what you bring to the role: <ul style="list-style-type: none"> – Your knowledge from degree. – New software or techniques that you have learned about. 			
Actively Engage in Onboarding			
Attend all induction sessions. Complete all assigned tasks.			
Understand the expectations of you. Your line manager is key. Ask about: <ul style="list-style-type: none"> – Your role. – Your daily tasks. – Your projects. – Your objectives and goals. – Meeting plans. – Preferred communication approaches and plans. – People you could benefit from meeting with. 			
Connect with your mentor. Ask about: <ul style="list-style-type: none"> – Their role. – Any questions you have about workplace etiquette and culture. – People who you should connect with. – How and when you will connect. 			

Deliver on Expectations			
Ensure you understand key deliverables and timelines. If unsure, ask for clarification.			
Be an active participant: <ul style="list-style-type: none"> - Introduce yourself when you meet new colleagues. - Ask for clarification if you don't understand – remember you are new and therefore do not know the jargon. - Show initiative and enthusiasm. - Seek opportunities to participate in discussions. - Seek opportunities to share your knowledge – remember your education is up to date and others may benefit from it. 			
Once you have become comfortable and are consistently meeting goals and deadlines consider opportunities to contribute more broadly. <ul style="list-style-type: none"> - Let your manager know if you feel you can take on more challenging work. - Offer to assist colleagues to help them deliver. - Are there volunteering opportunities that are meaningful to you? 			
Build your Network			
To succeed in your job: <ul style="list-style-type: none"> - Build relationships with your. - Work team and colleagues. 			
To expand learning: <ul style="list-style-type: none"> - Look for opportunities to build relationships in other departments or units. - Attend learning events such as lunch and learns. - Ask your mentor or manager for connections. 			
To help you fit in: <ul style="list-style-type: none"> - Build relationships with other interns. - Actively engage with social events. - Identify affinity groups in the organisation and reach out to those running them. 			
Continue Learning			
Let your manager know if you need more support, more resources and if you find tasks excessively difficult. Let them guide you towards a solution.			
Learn about yourself: <ul style="list-style-type: none"> - Reflect on experience regularly through the programme. - Keep a learning diary/log. - Ask for feedback – manager and mentor. 			
Take part in training opportunities: <ul style="list-style-type: none"> - Ensure you partake in all scheduled training. - Look for opportunities for extra relevant training e.g. LinkedIn Learning or other platforms. - If there is the opportunity to gain certifications such as digital badges do so. 			
Solicit feedback from manager, mentors, and colleagues: <ul style="list-style-type: none"> - On your work. - Your projects. - Your engagement. - Anything you can do to develop further. 			