

Internship/Project Readiness Checklist

Use this checklist to help you prepare for your internship. There are a series of questions to ask yourself, things to communicate to your new company, and ways you can do research to impress in your first week with your employer. You can spend the next few days going over these and remember to talk to your coach about any of these you are not sure about to feel confident on your first day!

Ask Yourself

- Where are you going and when do you need to be there?
- What are you going to wear? Business casual or business formal?
- Do you have reliable transportation/internet/technology?
- If you are working remotely, do you have a private area with reliable internet and a professional or neutral background?
- Have you completed any paperwork they have asked for?
- Do you know who to meet with, when and where?
- Do you have a notebook and pen to bring with you?

Communication!

- Did you send your boss an email to communicate your plans and excitement for the opportunity?
- Have you practiced a good introduction?
- Are company contacts (if you have them already) saved in your phone with a professional voicemail message?
- Do you have a succinct response to common questions:
 - What is UpTurnships?
 - What is your job here?

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Next Steps to Impress On Your First Day

- Complete basic research on the company. Document the facts.
 - What business/field is your company in?
 - How is your company doing financially?
 - What is your company's unique advantage in the market?
 - Who/what are your company's competitors? (Basic knowledge is fine)
- Complete basic research on key people. Document the facts.
 - Your boss
 - Any co-workers, CEO & key leaders
- What are the key requirements for success on the job? (Look at job description) Is there any "skill refreshing" you can do?
 - Technical skills
 - Soft skills

Make a very strong first impression. Know what you want out of your internship/project, what you bring to your internship/project, and be ready to discuss these with your supervisor.

- During your first week, go over these topics as you learn more about what you will be doing at your internship/project:
 - Discuss developing a project plan with your supervisor.
 - Start to develop a networking plan for your key project(s)
 - Let your supervisor know that you are willing and able to do the work that will earn a strong, positive reference from him/her at the end of the summer.
 - Discuss the types of training you received during your first week in UpTurnships and let your boss know you want to put this training to work
 - Think about the assessments we have taken and how you can use those to describe yourself/plan to execute your internship/project.