The Career Compass
Building Career-Ready Professionals for the Real World of Work.

Internship Readiness Checklist

Prepare to Learn, Contribute and Be Professional

Who is this for? College students and recent graduates

Purpose: Treat an internship as a workplace learning experience, not merely a certificate.

Before Applying

☐ I know what I want to learn.

☐ I have identified relevant roles/industries.

☐ My resume is accurate and relevant.

☐ I have basic knowledge of the organisation and role.

☐ I can explain why I am interested.

Before Joining

☐ I understand the role and responsibilities.

☐ I know the reporting structure/supervisor.

☐ I know the start date, duration and arrangements.

☐ I have clarified important practical questions.

During the Internship

☐ I arrive on time and follow workplace expectations.

☐ I listen carefully and ask sensible questions.

☐ I maintain notes of what I learn.

☐ I take ownership of assigned work.

☐ I communicate early about problems or delays.

☐ I seek feedback.

☐ I observe how teams, processes and decisions work.

Learning & Evidence

☐ I can identify skills developed.

☐ I can describe work I completed or contributed to.

☐ I can identify mistakes and lessons learned.

☐ I have documented meaningful projects or achievements.

☐ I can explain what the internship taught me about the industry.

After the Internship

☐ I have updated my resume.

☐ I have reflected on whether the field suits me.

☐ I have maintained appropriate professional relationships.

☐ I know my next learning or career step.

My Next 3 Actions

1. _____

2. _____

3. _____

Career Compass reminder: A compass provides direction. It does not walk the journey for you.