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CAREER RESOURCES

Internship Preparation Checklist

A career planning resource from MedOrbits. Tailor guidance to your experience and confirm role-specific requirements with employers.

MEDORBITS RESOURCE

Keep this guide with your planning notes.

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INTERNSHIP PREPARATION CHECKLIST

Prepare before applying, accepting and starting

Practical guidance • Clear steps • Honest representation

A checklist for organizing an internship search and preparing to begin an internship. Follow the institution's and employer's specific instructions.

Before applying

- Clarify learning goals, schedule and location preferences.
- Check eligibility and any academic approval requirements.
- Prepare a tailored resume and requested supporting documents.
- Verify the employer and application channel.

Before accepting

- Confirm responsibilities, supervisor, hours, duration and compensation in writing.
- Review confidentiality, intellectual property and any placement requirements.
- Clarify expenses, equipment, travel and workplace arrangements.

Before the first day

- Confirm start time, location or meeting link, dress expectations and contact person.
- Complete required onboarding through verified channels.
- Prepare questions and identify learning goals.

During the internship

- Track tasks, feedback and skills learned without storing confidential data in personal files.
- Ask for clarification when needed and communicate delays early.
- Review progress with the supervisor and document permitted achievements for future applications.

Key takeaways

- Confirm expectations in writing.
- Respect workplace confidentiality.

- Use the internship to learn and seek feedback.

Important: This is general career-development information, not a guarantee of employment or a substitute for employer-specific instructions or qualified legal advice. Verify role-specific and location-specific requirements independently.

MedOrbits • Career resource. Review the employer's instructions and adapt this material to your circumstances.