



Post-Internship Checklist

Certificate of Career Internship Institute Proudly
to Jordan Smith
This is to affirm that a competent

This checklist serves as a natural extension of your *Intern Learning Plan*. It begins with reflecting about the extent to which your true experience met your goals and expectations. This will help you consider what was within your power to have made it even better, and guide you towards making your next experience the best it can be. Once you work through this exercise, refer to your *Career Launch Roadmap™* for your next steps and those beyond. If you do any more internships, then rinse and repeat. If you're graduating, refer to your *Transitioning into the Workplace* resource.

STEP 1: Reflect

- Write down everything you did: duties/responsibilities, job functions/areas of expertise you encountered
- Review performance (360° evaluations)
- Conduct exit interviews with HR/mentors
- What work-related skills/abilities did you improve?
- What did you learn about your career options?
- What did you learn about yourself?
- What did you learn about your personality as you dealt with coworkers and supervisors, or with clients and customers?
- How did your actual experience match and differ from your initial expectations?
- However different, was there anything you could have done differently to improve that outcome?
- Did you journal or somehow track your work experience?
- Did the experience confirm what does or doesn't interest you?
- Do you think you want to be in that industry or field at all?
- Do you need to explore whether to change your major?

STEP 2: Follow Through

- Obtain work samples for your portfolio (ask permission)
- Arrange for references
- Discuss follow up employment for school year (if you still want to, that is...)
- Show your class: keep in touch with key people (send a brief, polite thank-you and personal notes)
- Consider a greater gesture of appreciation: gifts?
- Write to key, top-level people with whom you interacted (they can be valuable contacts)
- **Don't Wait:** Request letters of recommendation (and make the process easy by providing a list of suggestions they might include, such as your basic job duties, what you learned and how you excelled). If they fail to deliver, follow up. It's most likely that they got busy and forgot rather than not believing in you.

STEP 3: Forge Onward and Upward

- If your experience was disappointing, don't let it sour you from pursuing your true calling
- Circle back and meet with your academic advisor and/or career center counselor
- Update your résumé and portfolio (consider doing a workshop)
- Consider your next internship!
- Build on the experience . . . there's more where that came from!