



Adobe Intern

Let's create experiences that matter

Intern checklist - India

At the beginning of your internship

1	Attend the Intern Onboarding program on your first date of joining
2	Update your profile along with personal details on Workday
3	Add your emergency contacts on Workday
4	Review Intern Resources page on Inside Adobe
5	Review Security links – Data Classification & Handling Introduction
6	Meet your manager/ mentor/ team after the Onboarding program
7	Meet your manager to discuss their expectations throughout the internship program
8	Discuss your hybrid working days in office with your manager
9	Discuss about your internship project with your manager and mentor
10	Meet your mentor and start learning more about Adobe, its businesses, and your team
11	Complete the required Compliance Trainings within your first two weeks of joining. It will be sent via email, and you will be auto-enrolled.
12	Adobe Code of Business Conduct
13	Anti-Corruption
14	Side Arrangements
15	Prevention of Discrimination and Harassment
16	Security Awareness
17	Trade Compliance
18	Privacy Essentials

Throughout your internship	
1	Ensure you are not working overtime unless pre-approved by your manager
2	Have weekly 1:1 meeting with your manager. Ask questions and give feedback
3	Have daily check-ins with your mentor
4	Own your learning - Check On-Demand Learning Platforms & India Learning Path for Individual Contributors
5	Participate in the summer intern program events
6	Complete surveys - You will receive surveys from University Hiring & Programs team to share your feedback. Please complete them as the feedback is used to improve the program year after year.
7	Remember to make connections with your team and fellow interns

At the end of your internship	
1	Submit your project on Intern Project Expo in the last week of internship. The link to the platform will be shared with you by the University team.
2	Have your final presentation with your manager, mentor, and team in the last week of internship
3	One week prior to your last day of internship, work with your manager to transfer any work-related files
4	On your last day, follow the IT instructions for removing work-related software, and return your laptop, peripherals, and access card before leaving.
5	Complete the exit 1:1 with your manager
6	Complete your end of internship program survey