



Intern Preference Checklist

Intern Name: _____

Please rank in order the type of work you would prefer to do over the summer:

- 1. - "I really want to do this job!"
- 2. - "I'd enjoy doing this job"
- 3. - "I wouldn't mind doing this job"
- 4. - "I could deal with doing this job"
- 5. - "If I have to, I'll do this job"

***Note: This will be the only job that you will be doing over the course of the summer**

Please indicate the one job that you would not like to do over the summer:

☹ - "Please, please, please don't make me do this job!"

Job Responsibilities

- ___ - **General Administration:** Filing, Photo Copies, Scanning documents, Data Entry
- ___ - **Materials Handling:** Handling and transporting of hospital equipment
- ___ - **Child Care:** Assisting teachers, ensuring the safety of children, interacting with the children
- ___ - **Reception and Administration:** answering the phone, data entry, assisting with daily clerical duties – filing, putting packets together, and using word processing to produce letters
- ___ - **Environmental Services:** Clerically assisting with maintenance and general hospital up-keep.
- ___ - **Data Documentation:** Scanning, filing and documentation of hospital databases
- ___ - **Food Services:** Assisting with catering, cafeteria maintenance, food distribution and preparation.

Location

*Since some of our internships will take place at some of our Boston area satellite offices, outside of the Longwood Medical area (MEHC-Jamaica Plain, 1295 Boylston Street-Fenway area) please indicate your preference in regards to location:

- I'd prefer to work at a Satellite Location - I wouldn't mind working at a Satellite location
- I'd strongly prefer not to work at a satellite location

NOTE: We will do our best to match you with one of your preferred departments; however, there is still possibility that you may be placed in a department that isn't your top choice.