



The Job Description

Interns work Monday through Friday for eight-hour shifts, typically starting at 8:00am and ending at 5:00pm. The program begins on Monday, June 15, 2026, and ends on Friday, July 31, 2026. There is no PTO (Paid Time Off) or time off during the internship.

Interns are expected to:

- Dress professionally in business attire, or department-specific uniform when and where applicable
- Actively participate in weekly professional development activities with peers and other professionals
- Be open and flexible, completing a variety of small and large projects specifically related to the department they will be interning in

In addition to career exposure and hands-on work experiences, while participating in this program, interns may participate in any or all, of the following depending on the internship department's needs:

- Perform a variety of routine clerical duties. Examples may include, but are not limited to: maintaining department files and performing other filing duties, answering phones, checking inventory supplies, stocking office supplies, opening and distributing mail, checking out KP library books and videos, packaging and mailing out packages
- Assist and/or shadow support staff members (as needed, where available)
- Prepare materials for meetings, classes, appointments, etc. upon request.
- Work on special projects: may include creating mailing distribution lists, typing up wall chart information from meetings, and other miscellaneous requests by department staff members

Interview Preparation

If an in-person interview is scheduled, allow yourself to arrive to your interview on time by giving yourself at least a 20-minute cushion of time to allow for transportation and finding your interview location. Dress in clean, presentable business casual professional attire as outlined in the KP LAUNCH business casual professional dress code. If your interview is a video or phone call, ensure you have strong internet connection and/or cellular connection. Check to see if you need to download the interview application prior (for example, downloading Microsoft Teams or Zoom). These are free and no payment is needed. You may also be able to use their web version of the application without downloading.

Prepare for your interview by practicing answering these questions:

- Why are you interested in working at Kaiser Permanente?
- What do you want to gain from participating in KP LAUNCH?
- What areas of health care are you most interested in learning about?
- If accepted into this program, how do you plan to be ready to work every day?
- What questions do you have about participating in this program?

Practice answering these questions in story-telling form so that the person with whom you are interviewing can better understand how you may benefit from becoming a KP LAUNCH intern.

Work Considerations

We recommend that you secure the following details before your interview and before accepting this opportunity to uphold your responsibility as an intern and Kaiser Permanente employee:

- Prepare to dress appropriately as outlined in the KP LAUNCH business casual professional dress code.
- Have your personal matters, like breakfast and phone calls taken care of in advance to start work as scheduled upon your arrival.
- Secure reliable daily transportation to and from your work location. Allow enough time to commute, being mindful that traffic may impact your commute time. Commute fees are not paid for by KP LAUNCH.
- Do not participate in summer school. Participating in summer school conflicts with the energy and time that is required to participate in full-time work experience. **If you have any questions, please contact your On-Site Coordinator (OSC) or email kp.launch@kp.org**