

**BUSINESS MERCHANDISING
STUDENT INTERNSHIP SKILLS LIST
Provo School District**

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you observe a procedure, record the date and have your mentor or sponsor initial the square. there is a lot to see and learn. Specific skills you are doing should be listed. Be sure to ask your mentor to show you as much as she/he can.

PROCEDURES OR SKILLS	DATE INITIAL	DATE INITIAL	DATE INITIAL
1. Familiarize self with merchandise.			
2. Assist in creating displays.			
3. Create displays.			
4. Maintain order in assigned department.			
5. Tag and price merchandise.			
6. Assist customers.			
7. General housekeeping.			
8. Operate cash register: open and close drawer.			
9. Learn credit card equipment.			
10. Learn opening procedures of department/store.			
11. Learn closing procedures of department/store.			
12. Attend employee meetings and training sessions.			