DOWNLOADABLE RESOURCE

Internal Audit Internship Checklist

Skills & Experiences to Look For

Use this checklist to shape an internal audit internship. Check each experience as it is completed.

EXPERIENCE OPPORTUNITY	GET FAMILIAR WITH KEY CONCEPTS	PRACTICE NEW SKILLS
Meet stakeholders to understand expectations and assurance roles across the three lines.	☐	
Meet with fraud investigators to understand internal audit's role in fraud risk management.	☐	
Review competency requirements for different internal audit roles and audit types.	☐	
Review prior audit reports, workpapers, and relevant policies to understand documentation standards and compliance expectations. Assess use of due professional care and documentation quality.	☐	
Review the internal audit charter, mandate, and independence procedures and summarize key requirements.	☐	
Review the organization's governance structure and understand key oversight roles. When possible, observe governance in action by attending management meetings or committee meetings.	☐	
Interview internal audit staff to understand roles, responsibilities, and how independence and objectivity are maintained.	☐	☐
Review fraud reports to identify root causes, control gaps, and lessons learned.	☐	☐
Review the enterprise risk management (ERM) framework and map assurance roles across the three lines.	☐	☐
Seek coaching and development feedback from supervisors.	☐	☐
Evaluate fraud risks for an engagement and recognize common control enhancements.		☐
Evaluate internal audit services and key governance policies for alignment with the Global Internal Audit Standards™.		☐
Evaluate the design and effectiveness of controls using internal control frameworks and assess the control environment for potential weaknesses.		☐
Evaluate whistleblower complaints (or samples) and determine whether they were appropriately addressed.		☐
Generate ethical dilemma scenarios with artificial intelligence and discuss with team members how integrity or objectivity may be challenged.		☐

Copyright © 2026 by The Institute of Internal Auditors, Inc. All rights reserved.