

GETTING THE MOST OUT OF YOUR INTERNSHIP

Brad: Internships are great. You spend some time checking out a company. You do work in a field you're interested in pursuing, and you most definitely are gonna score a few free lunches. But the fact is your performance on that internship greatly affects your ability to land a job one day. Trust me. I know.

Brad: Make no mistake my friend, this internship is really just a ten week interview in disguise. It's estimated that 85% of companies use internships as a stepping stone to full time jobs. Now, just because it's an interview doesn't mean that they have a checklist for every single thing you do.

Company Employee: This is the fourth paperclip you've used today. Most interns only use three.

Brad: But you need to remember they are evaluating your performance. They're thinking,

Company Employee: Can she do the job? Is she a good fit for the company?

Brad: That leads us to our next point: Be professional. A lot of interns think,

Intern: Now that I have the internship, I can sit back, relax, and have nothing to worry about.

Brad: Not a good approach to take. This is your chance to impress them so that you can land a job one day. Remember, an internship isn't a right; it's a privilege! Here are some small things you can do that will make a difference. **Be on time.** When they say the work day goes from nine to five, that means you're there from 8:30 to 5:30. **Dress professionally.** This is one of the biggest issues I hear from employers: interns who push the limits of business casual. There's a big difference between going to work and going out. **Write properly.** This may come as a shock to you but we don't speak "text" at the office. Anything you send via email at work should be spell-checked, proofread, and grammatically correct. Check with your career center, they will definitely have some more great tips on business etiquette. The single biggest complaint that I hear from interns is...

Intern: I literally have nothing to do all day.

Brad: They then sit around all day surfing the web, or playing solitaire. Just because your boss hasn't given you anything to do, doesn't mean you should spend your day honing your web surfing skills. Take initiative. That's what employers want to see. What does that mean? Well, it means doing all sorts of things that nobody asked you to do. Check out the competition. Spend a day shadowing somebody in a different department or with a different job. Clean out the filing cabinet. Seriously. Think about five ways your company could do something better, and write it down in a report. At the end of the summer you want them to say,



Company Employee: Lindsay does all sorts of stuff nobody asked her to do. What a great intern. We should invite her back next summer.

Brad: Before you leave the company, find out how the hiring process works. Talk to your manager, talk to HR, and let them know you're interested in coming back. Once you get back to school, keep the dialogue going. If they show an interest, make sure you stay in touch. Don't just wait for them to call you. So there you have it, some great tips to how you can get the most out of your internship and land that sweet job. Good luck.