

## Internships Video Transcript

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 going to 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. Make no mistake my friend; this internship is really just a 10 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 that you do.

"This is the fourth paper clip you've used today. Most interns only use three."

But you need to remember that they are evaluating your performance. They are thinking: "can she get a job? Is she a good fit for the company?" That leads us to our next point. A lot of interns think "Now that I have the internship, I can sit back, relax, and have nothing to worry about." 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 that you can do that will make a difference: be on time- when they say the work day goes from 9 to 5, 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 is a big difference from 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 to work should be spell checked, proof-read, and grammatically correct. Check with your career center, they will definitely have some more great tips on business etiquette.

This single biggest complain I hear from interns is "I literally have nothing to do all day." 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 is 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 someone in a different department or with a different job, clean out the filing cabinet, seriously. Think about 5 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 "Lindsey does all sorts of stuff no one asks her to do, what a great intern. We should invite her back next summer."

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 on how you can get the most out of your internship and land that sweet job. Good luck!