



Internship tips

15 tips for interns

From Business Insider

15 internship tips

1 – do your homework before 1st day

- Research company history and culture
- Become familiar with industry, buzzwords, your boss
- Helps you feel prepared and confident

2 – dress for success

- Dress for the position you want, not the one you have
- Find out from hiring manager the dress code
- Better to be known as best-dressed intern vs too casual

3 – treat internship like real job

- If you want your employer to take you seriously, you need to take the job seriously
- Understand impact of your work

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4 – have a “just in case” outfit

- Always have a nice outfit or dress shoes in your desk
- Be ready for unexpected meeting or dinner
- Shows you are prepared

5 – practice good time management

- Stay organized with all the tasks
- Don't take on too much

6 – socialize, but with a filter

- Get to know others
- Be careful about how much personal info you share
- Better to share too little than too much

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7 – ask questions

- Don't be afraid to ask questions
- Do at right time – don't delay meeting, but ask people afterwards

8 – be flexible

- Be willing to do almost anything asked
- Expect your project to change

9 – network

- Build as many quality relationships as you can
- The more people you know, the more will be able to support you when they decide on full-time offers

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10 – find a mentor

- Ask senior people to lunch, or ask their advice
- If you click with them, they can turn into a mentor
- Don't force it

11 – take initiative, and accept guidance

- Volunteer for extra tasks
- But not too many – better to do a few things well than many poorly

12 – be respectful, but assertive

- Show deference and respect to senior people
- Don't be afraid to politely disagree or offer another opinion
- Always remember you're the new person – you don't know much, but are willing to learn

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13 – challenge yourself

- Learn new skills
- Learn from bosses and co-workers
- Learn from failure and successes

14 – keep tabs on your accomplishments

- Immediately keep track of facts & results of what you did
- Important for end-of-summer performance review

15 – ask for feedback

- Ask for regular, informal feedback
- Don't want to be surprised at end of the summer
- Gives you time to address any issues

My internship tips

- Figure it out
 - Like any work project, your internship project may not be fully defined or is ambiguous – maybe on purpose to test you
 - Work to better define it or flesh it out – use your own critical thinking, ask others
 - Be creative in how to get the work done – this will also likely not be well defined
 - Don't panic – aim for progress, not the perfect answer
- Overdeliver
 - Do more than what is expected
 - Think thru what your work means to the whole business, and identify the next steps
- Get the donuts
 - Be willing to go grab breakfast or lunch or drinks for the team
 - Bosses may test you this way with mundane tasks

My internship tips (2)

- Roll with the punches
 - Projects, tasks, priorities, bosses, business conditions may all change
 - Expect constant change, and be able to shift gears easily and quickly
- Fit in
 - Notice social norms and individual styles of co-workers
 - Be someone people enjoy having around and on the team
 - Perhaps the most important part of your internship is showing you fit in with the group