

Internship Orientation



Importance of an Internship

- ▶ **Connect classroom to real world experience**
- ▶ **Opportunity to understand professional workplace etiquette**
- ▶ **Gain exposure to skills needed for career interest**
- ▶ **Create network of professionals for future opportunities and possible employment**
- ▶ **Build your resume**
- ▶ **Help define areas of interests, goals and future decisions**



How does the employer benefit?

- ▶ Develop interest in their specialized industry
- ▶ Assistance with projects and office support
- ▶ Find future employees
- ▶ Promote careers in a needed job market
- ▶ Inspire youth from the community
- ▶ Share knowledge and experience



Business etiquette is the way you handle yourself in a business and social environment.

It can range from meetings with your supervisor to meetings with patients and customers - and knowing the right things to do and say.

The basics of business etiquette will include:

- ▶ Communicating effectively with people (written and verbal)
- ▶ Appropriate body language
- ▶ Dress for success
- ▶ Basic office equipment etiquette
- ▶ Maintaining confidentiality
- ▶ Appropriate cell phone use



Business etiquette is basically the social guidelines and manners to be followed in business situations when dealing with others.

Business Etiquette

EMAIL:

- **From** should be your name (no nicknames)
- **Make sure you spell the recipient's name correctly!**
- **No chatting or texting style - write formally**
- **Don't use web slang or jargon**
- **Grammatically correct and check spelling**
- **Include subject line in email**
- **Include greeting and signature**
- **Ask someone to look it over for content and grammar if needed**



Professional Communication

Leaving a Message

- **Assume low technology – no caller ID, etc. Introduce yourself with details**
- **State your full name**
- **Reason why you're calling**
- **Leave contact information and repeat this info at the end**
- **Speak clearly & professionally**



Dress Code for Interview and Internship Site

Your appearance tells the employer how you see yourself.

Your clothes, choice of accessories, and makeup need to reinforce your professional image.

Strive to dress professional without over-dressing.

- **Do not wear** jeans even if the staff does.
- Wear clean and appropriate clothes.

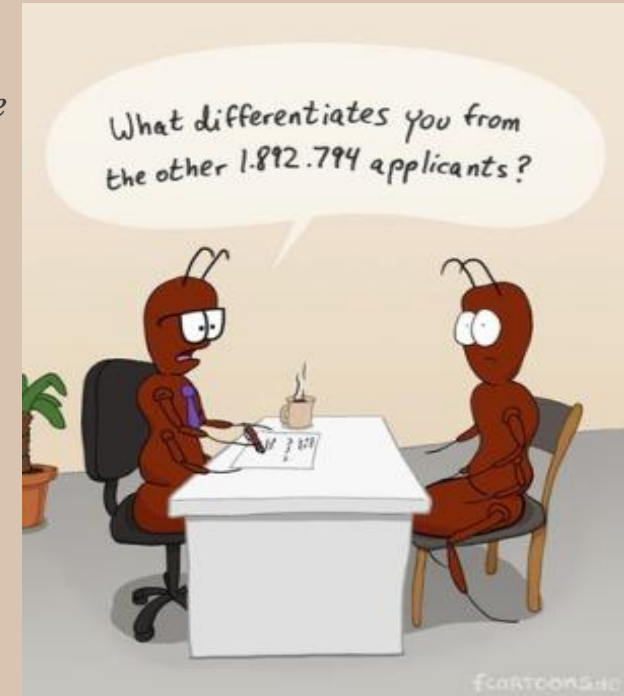


Interview Questions

- ▶ **Can you tell me about yourself?** (focus is the key) *List at least five strengths, experiences, skills*
- ▶ **What are your goals?**
- ▶ **Why should we have you as an intern?**
- ▶ **How would your teacher describe you?**
- ▶ **Tell me about a time you had a problem and how you solved it.**
- ▶ **If this was a job, why should we hire you?**
- ▶ **Why do you want to be an intern here?**

Try to answer every question with a positive answer. No one word answers, interviews should be conversational.

Demonstrate that you are an honest, hard working person



Remember These Tips



- ▶ No gum, candy or other objects in your mouth
- ▶ No body odor
- ▶ No nose rings
- ▶ No clingy tops
- ▶ No wrinkled clothing
- ▶ No makeup that glitters
- ▶ Turn OFF your cell phone
- ▶ No friends or family with you
- ▶ Give a firm handshake
- ▶ Eye contact is key to success!

Responsibilities

- ▶ Know what hours you are scheduled to be there.
- ▶ Be on time.
- ▶ Be willing to learn.
- ▶ Take initiative
- ▶ Try to have the attitude to do an extraordinary job.
- ▶ Prepare to be flexible
- ▶ Make sure you know your supervisors contact info
- ▶ Respect confidentiality
- ▶ **Be POSITIVE!** 😊



First Day Questions????



- What should I say when I answer the phone?
- What is the dress code? (How do I look today?)
- Who is your supervisor/back up?
- Who to call if sick or late? (important phone numbers)
- What will my weekly schedule be?
- What will I keep myself busy with? (day to day projects and long term projects?)



On Going Business Etiquette More Tips!

- ▶ Take off hats, coats and backpacks
(Tip throw out gum if chewing)
- ▶ **Turn off personal cell phones**
(just until break time)
- ▶ Have a positive mindset
- ▶ Greet supervisor and co workers
(say goodbye when you leave)
- ▶ Actively seek out work (help coworkers or take an new project if you have spare time)
- ▶ Make sure you follow dress code of workplace
- ▶ Keep your work area tidy



Safety at Work...

- ▶ Follow all safety rules
- ▶ Use safety equipment and wear protective clothing when/if needed
- ▶ Keep work areas clean and neat
- ▶ Know what to do in an emergency
- ▶ Report any health and safety hazards to your supervisor



Q & A

You have
Questions

We have
Answers

