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Create a Handshake Account

1. Log into **ucr.joinhandshake.com** with your UCR username and password.
2. Create a new Handshake profile by adding your resume, photos, skills and more. Make your profile public to employers.
3. Click “Jobs” in the menu bar and start applying. Save searches and sign up for notifications about future opportunities that match your interests!

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Maximizing
Your Internship!
tips & tricks

“DO NOT LET WHAT YOU CANNOT DO INTERFERE WITH WHAT YOU CAN DO.”

—JOHN WOODEN

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AGENDA

HOW CAN YOU GET THE MOST OUT OF YOUR INTERNSHIP EXPERIENCE?

- **The Importance of Internships**
- **Day One of Your Internship**
- **During Your Internship**
- **Ending Your Internship**
- **After Your Internship**

THE IMPORTANCE OF Internship!

WHY YOU MAY WANT TO MAXIMIZE YOUR INTERNSHIP:

3 statistics you want to take note of

61.9%

A significant amount of interns convert to full-time

72.7%

Average percentage of interns offered a full-time position

39.6%

Employers are favoring "high-touch" techniques via Career Centers to recruit

Reference NACE 2016

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DAY ONE
Of Your Internship!

ACADEMIC

What do you want to learn? Opportunities for research? Do you need to further education?

PROFESSIONAL

Build and apply new skill sets, while networking.

SELF-DISCOVERY

Determine your likes, dislikes, strengths, and weaknesses.

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Day One

It Starts With You & Your Supervisor: Expectations

Position Description

Review your position description

Understand objectives and deliverables

Be upfront about career goals

Learning Contract

Create a formal or informal agreement with your supervisor

Standard For Feedback

Practice giving and receiving feedback

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DURING
Your Internship!

DURING

"EXTENDED INTERVIEW"

Write your resume

BE A SPONGE

Find a mentor

Makes connections (Professionals & Other Interns)

BECOME AN EXPERT

Go the extra mile

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ENDING
Your Internship!

ENDING

End with a bang!!! Well kinda…

- **Exit Interview**
- **Thank You Notes**
- **Get A Letter of Recommendation**

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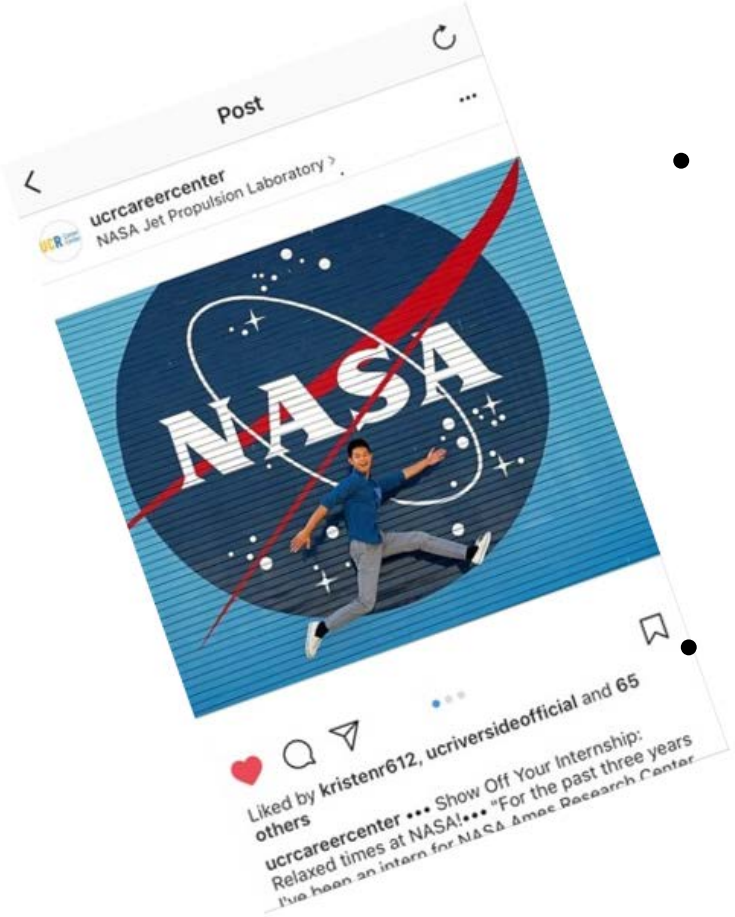
AFTER
Your Internship!

AFTER

- **Keep In Touch**
- **Reflect & Reevaluate**
- **Show Off Your Internship & Internship Contest**
- **Update Your Resume, LinkedIn & Handshake**
- **Review Your Experience on Handshake**



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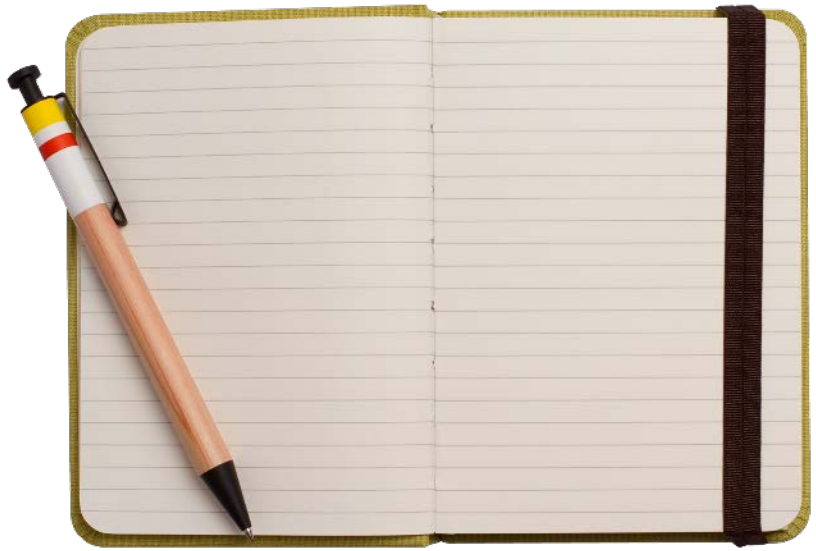
How to: Reflect



ACADEMIC

To what degree was I academically prepared for my experience?

What areas do I need to refocus on in order to be better prepared for my next experience?

PROFESSIONAL

How do I talk about an internship I didn't like?

Is this something I would like to pursue further?

SELF-DISCOVERY

To what extent did I enjoy my experience?

What particular aspects did I enjoy or not enjoy?

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Unpleasant Experiences

55% of Americans work in "unpleasant and potentially hazardous" environments

- 2015 Harvard/UCLA/RAND Corporation Study

Environment | **Supervisory Style** | **Tasks/ Responsibilities** | **People** | **Ethics**

Maestas, Nicole, Kathleen J. Mullen, David Powell, Till von Wachter and Jeffrey B. Wenger. Working Conditions in the United States: Results of the 2015 American Working Conditions Survey. Santa Monica, CA: RAND Corporation, 2017.

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“

BE SO GOOD THEY CAN’T IGNORE YOU.

—STEVE MARTIN

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Questions?

THANK YOU

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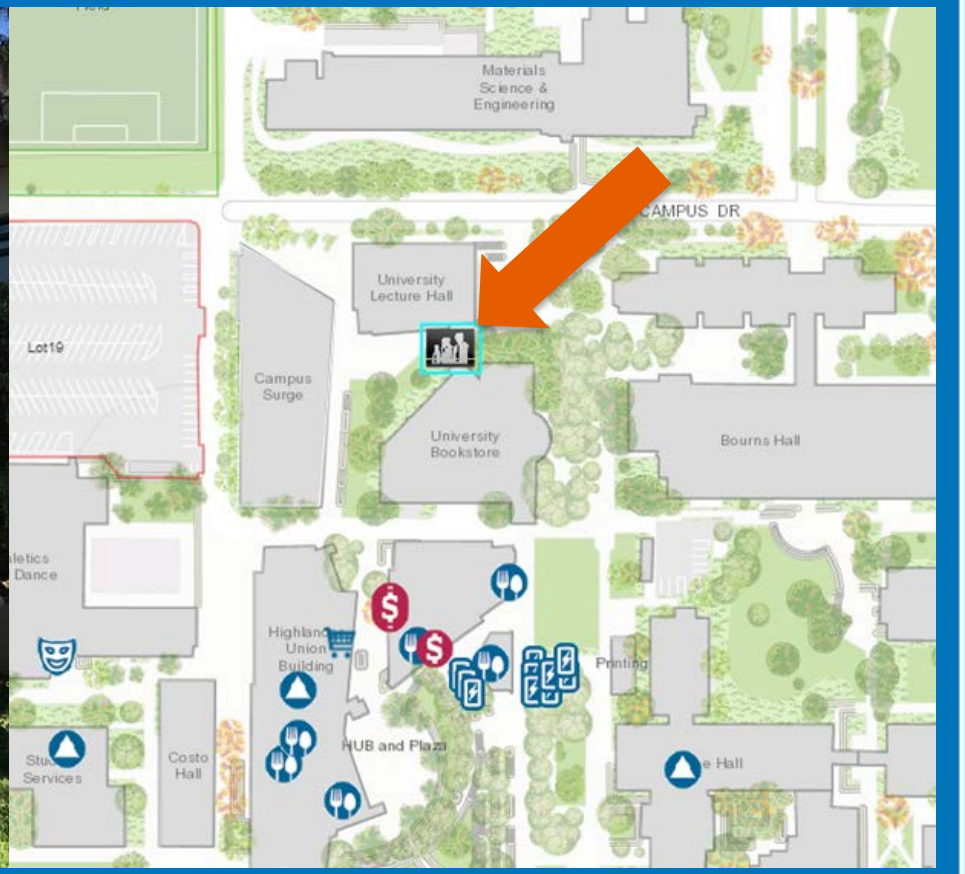

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