Making the Most of Your Externship

Graduate Career and Professional Development
Spring 2018
Congratulations!

CONGRATS!
Overview

A. Making the most of your externship
B. The importance of getting feedback
C. Observe
D. Questions
Making the most of your externship

1. Punctuality
   • Show up on time or early
   • Meet deadlines

2. Complete tasks with excellence
   • All tasks, no matter how big or small
   • Make sure you know exactly what the task is

3. Take on more without being asked
   • You should always be working on something
4. Be resourceful
   • Look for the answer before you ask your supervisor
   • Come up with solutions

5. Ask good questions
   • The questions you ask reflect your level of preparation and thoughtfulness

6. Build professional relationships
   • Get to know as many people as you can
Impressing your supervisor

1. Manage yourself
   • Be proactive
   • Do perfect work

2. Understand your supervisor
   • Understand his/her work habits
   • Respect his/her time
   • Nurture the relationship
Importance of getting feedback

• YOU are responsible for asking for feedback

• What kind of feedback should you ask for?
  • Work product
  • Are you meeting the supervisor’s expectations
  • Future opportunities
  • Reference
Observe

• What kind of a work environment are you looking for?

• Can you see yourself working here?
  • Is the office a social environment or do people keep to themselves?
  • Do employees seem happy to be working there?
  • Were people’s new ideas welcomed?
  • How did managers interact with their team?

THAT FRIDAY FEELING
Questions

Yeah, I have a lot of questions.