Crushing it

Your guide to the 2018 Internship & Career Fair

Lion Crushing a Serpent (1833-1836) by Antoine-Louis Barye. Photo © 2014 by Marc Cappelletti.
What we’ll cover

• How to prepare
• How to prioritize
• What questions to ask
• How to seal the deal
• Any and every question you might have
Prepare

• Update your résumé or c.v.
  – Consider including courses taken to date
  – Skills and competencies: what do you bring?

• Reflect and research
  – What do you need? (Look at current job ads)
  – Who’s coming? What can you discuss/ask?

• Pick your outfit
  – What even is “business casual,” anyway?
  – Be comfortable, not costumed

*High heels not required to CRUSH IT*
Prioritize

• You’ll have ~15 minutes
• The first minute is the most important
  – Say hello! (Use first and last name)
  – Share a copy of your résumé
• Have notes; take notes
• Don’t apologize for what you don’t have; focus on what you do have and can learn
• Ask questions (timelines, procedures, etc.)
Inquire

- **Timing**
  - What quarter(s); when are they looking to confirm a hire; procedural lead time; hours?

- **Structure**
  - Working on a project vs. whatever comes up; internship program or one-on-one?

- **Workplace**
  - Culture; size of department/unit; intangibles?

- **$$$(and other measures of value)**
  - Strive for clarity! If paid, how (much); other perks?
Follow up

• Be **classy** and organized
  – Set aside time to follow up
  – Ghosting people is unprofessional
  – Follow up to say thank you for their time

• Be respectful and transparent
  – Juggling multiple possibilities is normal!
  – Treat others as you would wish to be treated

• Internships aren’t the only reason to talk
  – This is also about building your network
Questions?