

Employees who enjoy their job look to find ways to do it better and are not concerned about the time. Your employer is looking for someone with good work ethic that they will want to keep long after the internship is over.

- ◆ **Socialize with a filter** – Make a point to get to know the staff. It is great for interns to get to know one another, and their superiors, but **be careful of the amount of personal information you share and how you behave while socializing**. When hiring, managers look for individuals that they feel will fit in well within the organization as well as possessing the knowledge and skills to do the job.
- ◆ **Ask for feedback** - As an intern, you may not have a formal review until the end, so ask for feedback on a regular basis. This shows the employer you are taking initiative and willing to make the changes necessary in order to succeed. This feedback will also start uncovering your strengths and the weaknesses you need to improve on.
- ◆ **Keep in touch once it is over** - The first thing an intern should do once their internship is over is to **send a thank you note** to their supervisor and anyone else who played a key role in making their internship a success.



**SJPP Liaison Office**

**“Enter Work With Skills”**

## How To be A Good Intern



networking  
engagement independence stepping stone training  
exceptionally useful personal development decision making confidence  
interpersonal skills communicating initiative cv boost  
internships project management  
liaising employability skills great opportunity career development  
responsibility inspiring experience career plan interview ideas  
team working

## The Importance of Internship

Quite often when employers are seeking new employees there is the question of experience. So the question asked by students or new graduates is “*How will I get the experience needed if they won't hire me due to lack of experience?*”

**One good answer is an internship.** You will not receive all of the information you will need from a classroom setting only and a lot of what makes a difference in your field will only be learned on the job. So students with a paid or unpaid internship on their resume have a **higher** chance of landing a full time job.



## Benefits of Internship

Along with getting your foot in the door and looking good on your resume, internships also have the following benefits:

- Acquiring new skills
- A chance to network with peers
- Work in a diverse environment
- Learn to manage time and priorities
- An introduction to industry's culture and etiquette
- Gaining some '*real world*' experience in an occupation

## How to be the perfect intern

- ♦ “**Know your stuff**”- Make sure you do your home-work in preparation for starting your internship. Find out as much as you can about the company, your boss and the employees. The more you are informed about, the more confident you will feel going in.
- ♦ **Treat the internship like a real job** - you need to take the job seriously. To get the most out of an internship, whether it is paid or unpaid, you should treat the internship like you would any job. You need to remember that your work will have an impact on the organization. You are **learning on the job in a real-world environment**, so your contributions and your mistakes affect other people.
- ♦ **Ask Questions** – Show that you are willing to learn and have a genuine interest in the job and company. Don't be afraid to ask questions and step outside your comfort zone.
- ♦ **Find a mentor** - It is key to find yourself a mentor who is willing to help you learn the ropes and supports you in moving ahead in your current or future job. Finding a good mentor can make your first years on the job less stressful as well as being able to tap into the wisdom and experience of someone already successful in the field.
- ♦ **Show your Commitment** – Never practice bolting out of the door and the end of the day.

