



#WEARE INTERNING CHECKLIST

COMPLETE AN INTERNSHIP PREP COURSE

Business majors are **required** to complete BA 420 and BioBehavioral Health majors are **required** to complete BBH 490. All other majors can take advantage of **CNED 280** beginning in Fall 2019.

RESUME AND COVER LETTER REVIEW WITH CECO

Bring the resume and cover letter that you created in your prep course to meet with Jamie or Erica for review. We will make sure that it is ready to be forwarded to the employers of your choice.

CREATE A LINKED IN PROFILE

Employers are using the internet and social media more than ever before to identify talent for internships. LinkedIn is your professional profile on the web. CECO can assist you by taking your headshot and crafting your page at the end of your resume/cover letter appointment.

CREATE A NITTANY LION CAREERS PROFILE

Penn State University has leveraged its alumni and career partner relationships in a high powered data base entitled Nittany Lion Careers. By creating a profile on this site, you can upload your approved resume and cover letter, search for open internships and co-ops and apply with companies that match your needs and availability. To start your profile, go to nittanylioncareers.psu.edu.

ATTEND LOCAL AND REGIONAL CAREER FAIRS

The KEY to getting an internship is networking. What better way to connect with potential employers than at a career fair. PSUGA participates in five local/regional career fairs every academic school year. See our webpage for more details on registration and transportation.

GO ON AN INTERVIEW

Follow up with an employer to schedule your internship interview. This is where your skills and abilities should SHINE. Are you a little nervous?! Never fear! Schedule your practice session with CECO.

SCHEDULE A MEETING WITH YOUR INTERNSHIP COORDINATOR

Once you've landed your dream position, it's time to get credit for it. Set a meeting with the internship coordinator for your major to get your drop/add form signed and obtain your packet/syllabus. Don't know who your internship coordinator is? Check out the CECO site for the list.

APPLY WITH CECO

Now you are ready to add the 495 course to your schedule. Drop by CECO to get the COMMON INTERNSHIP APPLICATION. Return it (along with your acceptance letter and packet) to us and we will notify the registrar's office of your course need. ***DON'T WAIT - there are NO LATE ADDS available for internship courses to your schedule!***

READY, SET, WORK!

Put your best foot forward. Show up early or stay late! Volunteer for an additional project. All of these and more may lead you from the perfect internship to your first FULL TIME PLACEMENT. Don't forget to stay connected with your internship coordinator to complete the assignments needed to obtain credit for your 495 course.



CHECKLIST FOR A #GREATER INTERVIEW

I HAVE A PROPERLY FITTED SUIT OR PROFESSIONAL OUTFIT TO WEAR. IT HAS BEEN CLEANED AND PRESSED.

I HAVE A PROFESSIONAL-LOOKING PORTFOLIO IN WHICH TO CARRY MY RESUMES, REFERENCES, TABLET AND A PEN.

I HAVE RESEARCHED THE EMPLOYER AND INDUSTRY TO INCREASE MY KNOWLEDGE OF THE COMPANY/PROFESSION.

I HAVE EXAMINED MY SKILLS, EXPERIENCES AND GOALS - I CAN PROVIDE EXAMPLES.

I CAN ARTICULATE MY INTEREST IN AND FIT FOR THIS POSITION TO THE EMPLOYER.

I HAVE CREATED AT LEAST FIVE OR SIX QUESTIONS TO ASK THE INTERVIEWER; I KNOW WHICH QUESTIONS ARE UNACCEPTABLE.

I HAVE SECURED THREE PROFESSIONAL REFERENCES

I HAVE PROVIDED MY APPLICATION MATERIALS, ALONG WITH THE JOB AD TO ALL OF MY REFERENCES.

I HAVE COPIES OF MY RESUME AND REFERENCES - ONE COPY FOR EACH INTERVIEWER.

I HAVE VISITED CECO AND COMPLETED A MOCK INTERVIEW.

I HAVE CONFIRMED THE DATE, TIME AND LOCATION OF MY INTERVIEW AND SECURED DIRECTIONS (IF NEEDED).

BEHAVIORAL INTERVIEWING QUESTIONS

DESCRIBE A TIME WHEN YOU WERE UNABLE TO
COMPLETE A PROJECT/GOAL.
WHAT HAPPENED?

TELL ME ABOUT A TIME WHEN YOU USED YOUR
LEADERSHIP ABILITY TO MOTIVATE OTHERS.

DESCRIBE A TIME WHEN YOU EXPERIENCED A
DISAGREEMENT WITH A CO-
WORKER/CLASSMATE. HOW DID YOU HANDLE
IT?

TELL ME ABOUT A TIME WHEN YOU WERE FORCED
TO MAKE AN UNPOPULAR DECISION.

TELL ME ABOUT A TIME WHEN YOU ANTICIPATED
POTENTIAL PROBLEMS AND DEVELOPED
PREVENTATIVE MEASURES.

DESCRIBE HOW YOU MANAGE YOUR TIME DURING A
TYPICAL SCHOOL DAY.

TELL ME ABOUT A TIME WHEN YOU WENT ABOVE
AND BEYOND IN A WORK SITUATION OR CLASS
ASSIGNMENT?

DESCRIBE A SITUATION IN WHICH YOU WERE ABLE
TO PERSUADE A SUPERVISOR OR CLASSMATE TO
ACCEPT AN IDEA THAT YOU HAD.

TELL ME ABOUT A TIME WHEN YOU HAD TO DEAL
WITH AN UPSET CUSTOMER.

TELL ME ABOUT A TIME WHEN YOU HAD TO
MOTIVATE A CLIENT/PATIENT.

HOW WOULD YOU DESCRIBE YOUR LEADERSHIP
STYLE?