

ARE YOU INTERN READY?

Employers hire students who know how to best use their talents, strengths, and interests. How do you become Intern Ready? Master the tips from the list below to ensure a successful transition into the workplace!

<p>1</p>	<p>Professionalism/Work Ethic</p> <ul style="list-style-type: none"> • I arrive at meetings, events, and work early or on time. • I manage my time to complete tasks. • I know what work appropriate clothing looks like. • I complete tasks with minimal supervision. • I don't use my cell phone during work hours. 	<p>2</p>	<p>Communication Skills</p> <ul style="list-style-type: none"> • I can send a professional email. • I feel comfortable asking for help when I need it. • I ask for clarification when I don't understand a project or work assignment. • I can articulate my thoughts and ideas clearly. • I try and see things from others' points of view.
<p>3</p>	<p>Critical Thinking/Problem-Solving</p> <ul style="list-style-type: none"> • I think creatively to solve problems instead of giving up after my first try. • I use knowledge I've gained from the classroom and apply it to my internship. • I know how to research a topic and use facts and data to find a solution to a problem. 	<p>4</p>	<p>Teamwork/Collaboration</p> <ul style="list-style-type: none"> • I work well within a team and respect others' viewpoints, even if they differ from my own. • I feel comfortable negotiating and managing conflict. • I can build relationships with others from different cultures, races, ages, genders, lifestyles and backgrounds. • I use empathy when working with my peers.
<p>5</p>	<p>Computer Literacy</p> <ul style="list-style-type: none"> • I know how to use different forms of computer software to solve problems and accomplish goals. • I am capable of using technology to increase efficiency and speed up processes. • I can learn new computer programs quickly. 	<p>6</p>	<p>Leadership</p> <ul style="list-style-type: none"> • I leverage the strengths of others to achieve common goals. • I use interpersonal skills to coach and develop others. • I can assess and manage my emotions and those of others to help motivate my peers and colleagues. • I know how to organize, prioritize, and delegate work.
<p>7</p>	<p>Taking Initiative</p> <ul style="list-style-type: none"> • I can clearly describe and articulate my strengths, skills, and knowledge. • I can anticipate the needs of others and do things without being asked. • I have the desire to learn new skills on the job and know how to ask for clarification on projects. 	<p>8</p>	<p>Career Management</p> <ul style="list-style-type: none"> • I can clearly describe and articulate my strengths, skills, and knowledge. • I have clearly defined career goals and can identify areas of personal professional growth. • I feel comfortable exploring job options and know what steps to take to make my next move.

