Evaluation Process

• Major variables
  – Need for the experience
  – Academic and Career Goals
  – Site Mentor requirements or requests
  – Application received and interview completed
First Things First

- Contact your Site Mentor
- Follow up one week prior to Externship start date
  - Call
  - Email
- Determine your travel arrangements

"The key is not to prioritize what’s on your schedule, but to schedule your priorities."
- Dr. Stephen R. Covey
You Are My #1 Priority

• Your wellbeing is my #1 priority

• Call me if you feel uncomfortable in any way

• Put my cell in your phone – 502-595-8538

• You are guaranteed a safe, respectful placement
Professionalism Starts Before You Arrive

Read Your Emails
You don’t need to have all the answers...
You need to have great questions!

- Any forms/paperwork to fill out
- Show enthusiasm for the Externship
- Ask about arrival procedures
- Dress code
- What to bring – lunch, id
- Parking process
- Where to meet on day one
- Housing – Rental car
What Employers Want

“Entrepreneurial means a student who has tried something new, failed, picked themselves back up, and dusted themselves off.”

Phil Gardner, Director
Collegiate Employment Research Institute
Michigan State University
Luck is what happens when preparation meets opportunity.

~Seneca
What Employers Want

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Weighted average rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to work in a team structure</td>
<td>4.55</td>
</tr>
<tr>
<td>Ability to make decisions and solve problems</td>
<td>4.50</td>
</tr>
<tr>
<td>Ability to plan, organize, and prioritize work</td>
<td>4.48</td>
</tr>
<tr>
<td>Ability to verbally communicate with persons inside and outside the organization</td>
<td>4.48</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.37</td>
</tr>
<tr>
<td>Ability to analyze quantitative data</td>
<td>4.25</td>
</tr>
<tr>
<td>Technical knowledge related to the job</td>
<td>4.01</td>
</tr>
<tr>
<td>Proficiency with computer software programs</td>
<td>3.94</td>
</tr>
<tr>
<td>Ability to create and/or edit written reports</td>
<td>3.62</td>
</tr>
<tr>
<td>Ability to sell or influence others</td>
<td>3.54</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=Not at all important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important

Source: Job Outlook 2014, National Association of Colleges and Employers
What to Bring to the Externship

• Folder
  – Correspondence
  – Job description
  – Copies of resume
  – Questions
  – Directions
  – Notes
• Blazer or sweater
• Snack
• Notepad and pen
First Impressions

• What they see...

• What they hear...

• How they feel...
What They See

Business Professional

Business Casual

What They Hear

Elevator Speech – Pitch Your Brand

• It should be 30 seconds or less.

• Your skill (or how you benefit a potential employer) should be clear.

• There should be a goal (or ask).
Elevator Speech – Your Skill

• Your major and your other interests.
  – What clubs are you in?
  – Who do you admire?
  – What’s your favorite subject?

• Your accomplishments (awards, recognitions, certifications, etc.)

• What’s the common thread in all your activities/jobs?

• Take a look at your transferable skills and identify the one or two where you really excel.

• What you know/respect about their organization.
What is Your Goal?

Exercise:

Turn to the person next to you and in 30-60 seconds tell them what you hope to gain by completing the externship.
What Do You Hope to Gain From Your Externship
People want to know how to help you!

Try framing your aspirations like this:
• Gain exposure to the industry...
• Hoping to find a role in...
• Suggestions as to how I can...
• Opportunities for me to develop...
• Gain clarity for my academic path...
• Learn the SWOT of this job/industry
Continuing the Conversation

• Focus on them
• Have 3-4 “nuggets” in your mind about your site mentor
  – Where from
  – Education
  – Interests/hobbies
  – Time in current position
  – Recent promotion or publication, etc.
Body Language
Calming Exercises

• Breathing exercise

• Body awareness

• Turn around your stressful thoughts
  – They won’t be impressed with me.
  – They won’t like me.
Seal the Deal!

- Positive attitude all times
- Flexibility
- Conversations
- Project/Deadlines
- Cell is off
- Use equipment professionally
- Enthusiasm for the enterprise
- Business cards
Post Externship

• Photo and quote
• Evaluations – important - required
• Cultivate your mentor relationship
  – Thank you note
  – Email everyone you met (business card trick)
  – Contact once a quarter/semester
It’s not what you know...

• It’s......
  – Who knows you!

• Use this week to make a lasting positive impression!

• Connect to your site mentors network!
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Panel – Experience with an Externship

• N’Zinga King
  – DRC Student
  – Hosted by Summit Speech School

• Wenylla Reid
  – Douglass Alumna
  – Externship Site Mentor
Thank you & Best Wishes!

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