



Chapter 5.2
**Preparing for
Employment and Internship**



Aim

To acquaint the students with the importance of preparing for internship and employment

Instructional Objectives

After completing this module, you should be able to:

Identify strategies to prepare for employment interviews

Explain the career fair search process

Formulate methods to develop a professional career portfolio

Preparing for Employment and Internship Interviews

(i) Internship and Employment

- An internship is an exchange of services for experience
- Employment is the agreement between an employer and an employee that the latter will provide certain services in exchange for a pre-determined compensation

(ii) Preparing for Internship or Employment Interviews

- An interview is a big step towards employment
 - Interviews are usually conducted in a formal setting and can be of several rounds
 - The purpose of the employment interview is for the prospective employer to gauge the suitability of the applicant.
 - An interview is the opportunity for the candidate and the employer to get a good idea about each other
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(iii) Interview Skills:

There are two aspects to keep in mind while preparing for the interview. Be prepared about:

- The organisation
 - You
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5.2.1.4 Dos and don'ts for an interview

Do	Don't
Arrive before time	Assume you can walk in as you please.
Dress appropriately	Appear desperate.
Be polite and courteous to everyone	Display overconfidence and attitude.
Maintain positive body language	Be too familiar.
Listen before you speak	Give answers that are rambling
Ask questions	Use foul language or condemn
Call and inform if you are going to be late	Go without preparing for the interview.

(v) Exploring Internship Options

Step 1: Decide which industry you want to make a career in or you want to gain experience in.

Step 2: Prepare a list of the employers you would like to intern with (the internet is an excellent source, as are hoardings and advertisements)

Step 3: Check company websites to see if they have current employment opportunities

Step 4: List their requirements

Step 5: Match it with what you are looking for.

(v) Exploring Internship Options (contd)

Step 6: Prepare a new list of companies that match your expectations

Step 7: Now apply to them

Step 8: Follow up

Step 9: Prepare for the interview

Step 10: Ace the interview

(b)Blunders to Avoid When Applying for Internships

Applying to very few internships

Using the same résumé and cover letter for every job

Errors in the Application

Not adhering to company's instructions

No follow up

Social media



Quiz / Assessment

1. The purpose of the employment interview is for

- a) The employers to gauge the suitability of the candidate
- b) The employers to get a look at the candidate
- c) The candidate to see the employers
- d) Meet face to face

2. When attending an interview you need to be prepared about

- a) Yourself
- b) Current affairs
- c) Industry trends
- d) Pay package



Quiz / Assessment

3. One of the things you must not do in an interview is:

- a) Appear desperate
- b) Ask questions
- c) Arrive before time
- d) Be confident

4. A blunder to avoid when applying for internship is

- a) Applying for too many internships
- b) Following up
- c) Ignoring company instructions
- d) Customizing cover letters and resumes

Career Fair Search Process

(i) Preparing for a Career Fair:



(ii) Tips to Get the Most Out of Job Fairs

Carry several copies of your résumé

Prioritize the employers you are interested in working for

Be flexible

Take notes

Respect employer's samples/materials

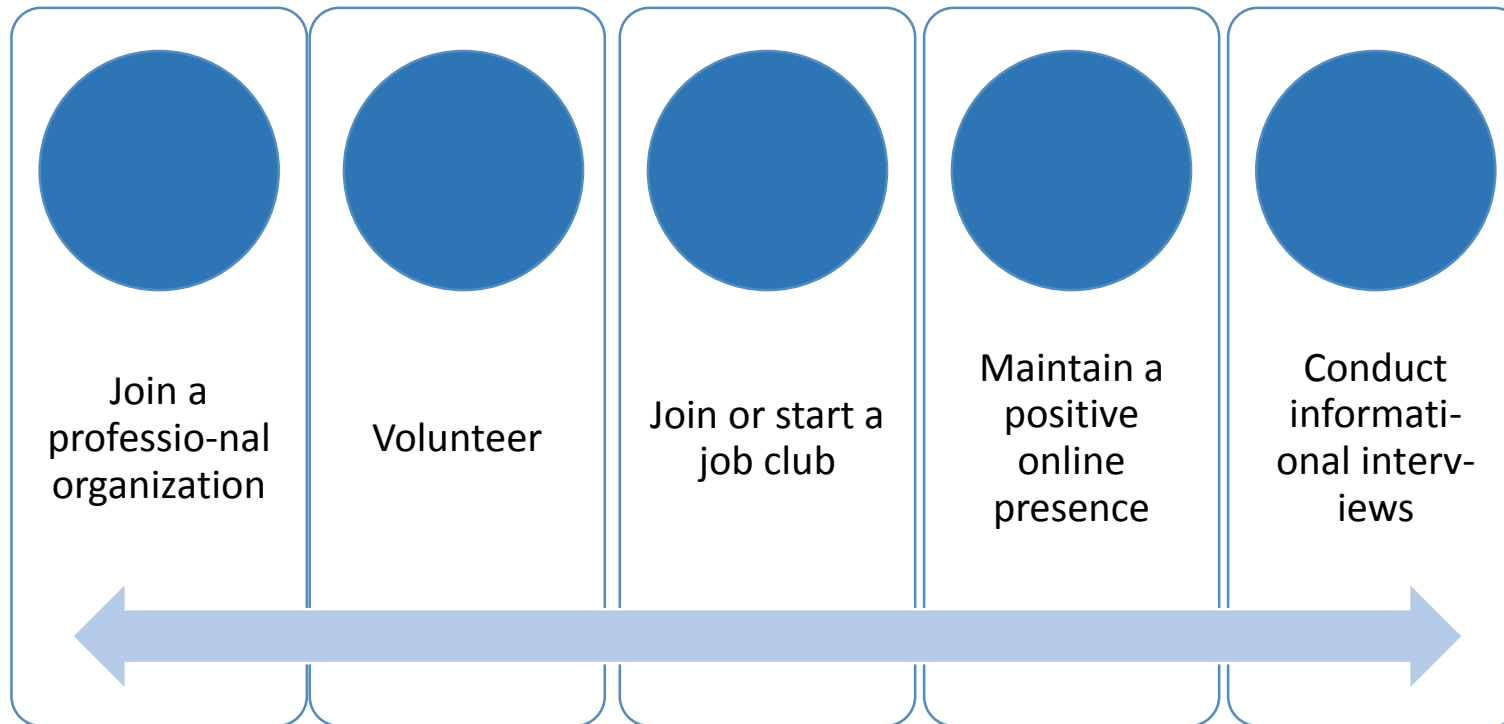
Be courteous

(iii) Networking Search Strategies

- Networking is simply getting in touch with people you know or you want to know.
- It is about asking questions or seeking just plain advice.



(a) Best Networking Strategies:



(iv) Developing a Professional Career Portfolio

A portfolio is a tangible collection of a person's progress, achievements, and efforts pertaining to work related events.



(a) A portfolio can help you

1. Evaluate your knowledge and skills and present them well
2. Review and evaluate past learning
3. Draw attention to your transferable skills
4. Set career and educational goals
5. Track the progress of your qualification, skills, and achievements
6. Identify areas of improvement
7. Organize your achievements and results

(b) Types of Portfolios:

☐ Master

☐ Targeted

(c) Components of a Professional Career Portfolio

- Career Summary and Goals
- Professional Philosophy/Mission Statement
- Résumés
- Skills, Abilities, and Marketable Qualities
- List of Achievements
- Samples of Your Work
- Testimonials and Letters of Recommendations

Components of a Professional Career Portfolio (contd)

- Awards and Honours
 - Conference and Workshops
 - Transcripts, Degrees, Licenses, and Certifications
 - Professional Development Activities
 - Volunteering/Community Service
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How to Use a Portfolio





Quiz / Assessment

7. Which of the following is a portfolio type?

- a) Chronological
- b) Combination
- c) Target
- d) Visual

8. A Career Portfolio should not contain

- a) Samples of your work
- b) Original certificates
- c) List of achievements
- d) Professional development activities



Activity

Brief description of activity

Offline Activity (45 mins)

The class will be split into 5 groups. Each group will make a presentation on one of the following topics:

1. Preparing for a job interview
2. Preparing for an internship interview
3. Career fairs
4. Networking search strategies
5. Developing a professional career portfolio



Summary

- ✓ Internship is an exchange of services for experience
- ✓ An interview is a meeting between two people for a specific purpose
- ✓ Career fairs provide students a venue to network with employers
- ✓ Networking is simply getting in touch with people you know or you want to know
- ✓ A portfolio is a tangible collection of a person's progress, achievements, and efforts pertaining to work related events



e-References

- *Why Are Internships so Important for Students?.* (2017). *The Balance*. Retrieved from <https://www.thebalance.com/what-is-an-internship-1986729>
- *Runyan, A.* (2017). *How and Why You Need To Make a Professional Portfolio.* *Classy Career Girl*. Retrieved from <http://www.classycareergirl.com/2013/02/how-and-why-you-need-to-make-a-career-portfolio/>
- *11 Tips For Getting The Most Out Of Job Fairs.* (2017). *Business Insider*. Retrieved from <http://www.businessinsider.in/11-Tips-For-Getting-The-Most-Out-Of-Job-Fairs/articleshow/31553536.cms>



External Resources

1. *Hamadeh, S., & Oldman, M. (1995). Student Access Guide the Internship Bible (1st ed.). New York: Random House.*
2. *Poore, C. (2001). Building your career portfolio (1st ed.). Clifton Park, NY: Thomson/Delmar Learning.*
3. *Kramer, E. (2012). 101 successful networking strategies (1st ed.). Boston, MA: Course Technology Cengage Learning.*

THANK YOU