

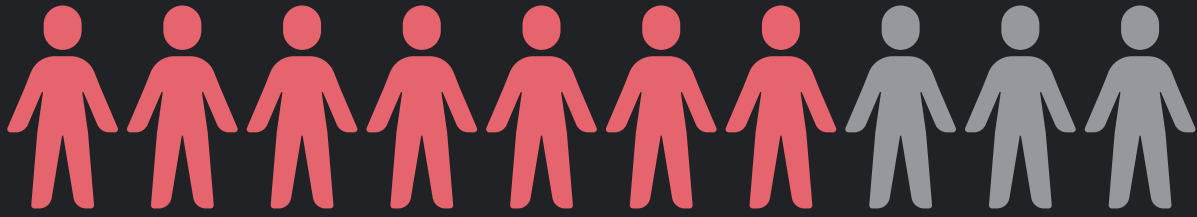
— Samuel Jackson  
ADataBlog

# INTERNSHIP TO FULL-TIME

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10-Weeks to Success

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*According to the National Association of Colleges and Employers*

Over **70%** of employers will offer at least one of their interns a full-time position

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# ABOUT THIS GUIDEBOOK

## Internship to Full-Time

The goal of this guide is to give you a breakdown of everything you need to do over the course of a 10-week internship to secure a full-time offer. If you're ambitious enough to read this, you've already got the right spirit!

This guide also applies to those of you with 8 or 12-week internships, the timeline just needs to be adjusted.

Alrighty, let's get into it.

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# INTERNSHIP FUNDAMENTALS

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What you NEED to know

## i. Duration

First things first, it's a good idea to get your bearings about you with time. This is best discussed with your supervisor.

- What will the duration of your internship be?
- How many hours per week will you be working?
- What hours of the day will you be working?
- How long will your training last?

## ii. Projects

Next, you need to know what projects you're going to be working on. Most companies will have you complete a single project, but this isn't always the case.

- How many projects do you have?
- Who are your managers for those projects?
- How much time should be devoted to each project?

### iii. Interns

In larger companies with more established intern programs, there is likely a cohort of interns that you should get to know! If you're the only one, no worries. There are plenty of interns on LinkedIn willing to share their experiences!

- How many interns are there?
- When can you network with other interns?
- Which other interns may be able to mentor you?
- What are other interns doing to show their value?

### iv. Success

Defining success in your internship is EXTREMELY important. You need to know what success looks like to the company to show them that you're a valuable employee!

- Ask your supervisor what they think a "successful internship" would look like.
- How can you provide the most value to the company with your project?
- What results are the company expecting to see?
- EXCEED EXPECTATIONS!

### v. Your Team

One of the most important support systems that you will have during your internship is the team members of the department that you're working in. They are the ones who will understand the significance of your project, and can help you when you're stuck.

- Who are the members of the department? What do they do?
- Which members can you ask for help from?
- Which members have the most influence on hiring?

# DESIRED OUTCOMES

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What you should ACHIEVE

## i. Networking

One of the best things you can do to increase your chances of getting hired anywhere is to build relationships. Your quality of work should speak for itself, but it seldom does.

You need to meet as many people as you can during your internship. Make as much of an impression on these people as you can.

BE MEMORABLE!

## ii. New Skills

Another primary thing that you will want to gain from your internship is new skills.

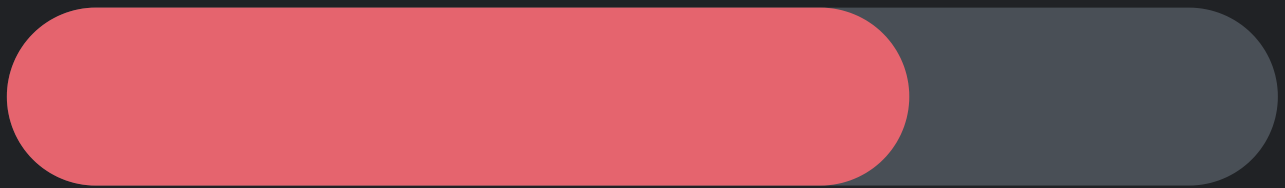
These can be technical skills AND business skills. Maybe you want to learn how to cold pitch your product, or maybe you're interested in building cool dashboards in PowerBI.

Go for it! Ask your manager if there is an opportunity to use those skills in your projects.

### iii. Obtain a Full-Time Offer

Of course, obtaining a full-time offer is the main goal of your internship! Yes, you're there to learn. You're there to pick up new skills, and build a network, but the ultimate goal is to land a well-paying full-time job in your field of choice.

There is good news! It's actually not as rare as you may think. Of course, nothing is guaranteed, but following the rules in this guidebook will make it even more likely!



As high as **71%** of interns will receive a full time offer!



Over **80%** of 'Big Tech' employees have completed internships

# PRIOR TO THE INTERNSHIP

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How you should PREPARE

## i. Test the Waters

A few weeks before your internship starts, send personalized connection requests to some (5 - 10) people from the company and introduce yourself as an incoming intern.

Not everyone is active on LinkedIn, some people may not respond, but don't get discouraged! Most people are quite friendly to interns, and many remember what it's like to be one. Just reaching out to people can end up giving you a lot of opportunity!

### Questions to Ask

- How has your experience been with the company so far?
- Is there anything I should know before my internship?
- What benefits and opportunities are available for the interns who get full-time offers?
- What is your FAVOURITE and LEAST FAVOURITE thing about working here?



## ii. Research the Job Posting

This one is HUGE.

Be honest, you probably haven't looked at the job posting since you accepted the position. However, with your new insights, you can view the job posting with a fresh perspective!

There were likely a few things in the job requirements that you didn't quite meet, or were at least a little rusty on. Go back through the job posting and study up.

Of course, you shouldn't be an expert, but you **SHOULD** have a basic familiarity with everything on the requirements list. This will make it easier for you to learn any new technologies or skills when they begin teaching you. Let's face it, many people are definitely not teachers, so that one video you watched about excel pivot tables could really save you and your manager a headache down the line!

## iii. Reach Out to Other Interns

This one is sort of a bonus, as it doesn't apply to everyone. If you're in the fortunate position of having a list of the other interns (maybe from a group email), absolutely reach out! Having a group chat for all of the interns, or even just those in your department, can be a huge help later on. Not to mention, this just makes the other interns like you even more for bringing them all together!

# WEEK 1: ONBOARDING

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How to prepare for DAY 1

## i. Projects

Making sure you know everything about the projects you need to complete is key. This should be your main focus of the first week.

Alongside orientation, attempt to determine what project/s you will be working on and what the **expected outcome** of each is. Get multiple opinions on this, as it's possible that it varies from person to person.

## ii. Impact

Debatably, the most important thing to keep in the back of your head throughout the ENTIRE internship is the **business impact** that your projects will have.

This tangible impact is your whole selling point. This is how you **SHOW YOUR VALUE** to the company. Figure it out soon, and remind yourself of it often. Let it guide your decisions!

### iii. Communicate & Organize

So, you're aware of what projects you're doing and what the business impact of those projects is. However, now you need to organize a few things.

1. What tools, software, etc. will you be using for each project?
2. When will your meetings be with your supervisor, your team members, other interns, and your project groups?
3. If applicable, what percentage of your time will you be dedicating to each project/objective?

Make sure to set up your calendar early and populate it as thoroughly as possible. Your goal is to be as effective of a communicator as possible. Always be on time and always be prepared for your meetings.



Roughly **30%** of projects fail  
because of Poor Communication

# WEEKS 2 & 3: GROUNDWORK

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Set yourself up for SUCCESS

## i. Laying the Groundwork

Weeks 2 and 3 should be quite relaxed.

The goal of this portion of your internship is to set up a solid foundation, so that the rest of your internship can go smoothly. Here is a small list of things you NEED to do during Weeks 2 and 3!

- **Meet with ALL of your Team Members 1-on-1.** Anyone that you will be working on a project with for any duration should be on your list. Just take 15 minutes and make a connection!
- **Do external research on your Project.** You should be watching videos on your spare time, reading blog posts, articles, books, etc. to familiarize yourself with every aspect of your project.
- **Compile a List of 10 Contacts OUTSIDE your department.** This may seem a little weird, but it can be INCREDIBLY valuable! Ask your co-workers if they have any friends in the company that they'd recommend you talk to. Make sure you've found 10!

# WEEKS 4 & 5: COFFEE CHATS

Who you should MEET

## i. 10-Person List



**85%** of jobs are  
filled through  
Networking!

Take that list of 10 people and set up 30 minute chats with each of them throughout the next two weeks. Just introduce yourself and make some friends!

Set an appointment with 1 person per day.

Discuss The Following:

- How Your Internship is Going & Your Project
- Your Goals After Graduation
- What They Work On
- **If They're Willing to Review Your Final Presentation**

# WEEKS 6 & 7: PROJECT GRIND

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How to FINISH STRONG

## i. Supervisor

Make sure in this period that you're in constant contact with your supervisor. You want to be certain that any issues you have can be addressed quickly and that resources can be provided to you as you need them.

This can end up saving you lots of time in the instance that you need your supervisor's permission to access data that is crucial to the project!

## ii. Your Team

Again at this point, you should reach back out to your team-members individually. Sit down with them for 30 minutes and ask if they have any advice on how to finish up your project strong.

Every company culture is different, so they may have some insights into the type of things that upper management are looking for! These people are your friends.

### iii. Ask For & Implement Advice

Make sure that you actually take the advice that is given to you. Not only by your team, but also by your supervisor and those outside of your department. If you have 8 people tell you the same thing, it would be in your best interest to follow that model, even if you think your idea is better.

#### My Two-Cents:

*Oftentimes, companies are not looking for their interns to be huge innovators. They are looking for interns to show that they have a great work ethic, a curiosity about the field, and a willingness to learn how to do the job well. Don't try to show that you're the best employee to ever walk the Earth. That won't get you anywhere. Show humility, be polite, and show up everyday to do your best. That will get you further than anything else. They WILL notice.*

In a study on management, the ATD reported a **64%** boost in productivity for employees who were mentored.

# WEEKS 8 & 9: NETWORKING

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How you should CONNECT

## i. Practice Presentations

Here is a chance to get incredibly invaluable feedback. Over the course of the next two weeks, you will do ONE presentation per day.

Reach back out to the 10 people who you initially talked to and set up a 30-minute meeting at some point during weeks 8 and 9 to give a practice presentation and ask for feedback.

Between each presentation, update your slide deck to take into account the feedback. This is an iterative process and will end with an AMAZING presentation.

**Get Feedback in AT LEAST the Following Areas:**

- Digestibility of Slide Content
- Flow of the Presentation
- Clarity of Diagrams and Graphics
- Quality of Verbal Explanations



## ii. The Punchline

Pay special attention to the punchline of your presentation.

Remember to revisit your initial understanding of the position you've been given. What is your **IMPACT** on the company as an intern? What tangible results is your project giving and how are those results benefitting the company?

As quantitatively and directly as possible, you need to **SHOW** the audience of your presentation that you have made a legitimate impact on the company. Get rid of any vague and passive language.



I developed a machine learning model which raised productivity in the sales team.



I developed a model which increased the output of the sales team by 36% in 2 Weeks.



I helped raise the number of sales in the department by 3200 per week.



The improvements I designed resulted in an average of 3200 additional weekly sales.

# WEEK 10: SALES PITCH

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Your time to SHINE

## i. Supervisor

Be sure to discuss some final points of improvement with your supervisor. You will occasionally receive a formal review, but this isn't always the case. It is **BEST** to make sure you get as much feedback as possible!

## ii. Final Presentation

Here is the long-awaited moment. It's time for your presentation!

Prior to the presentation, you will want to make sure that a copy of the slide deck is emailed to your manager and the directors/senior managers you are presenting to (department leadership).

See if you're allowed to invite any of the contacts you gave practice presentations to, team-members, or others who may be interested in seeing the result of your time with the company.

### iii. Wrapping Up

It can be a bit weird to figure out exactly how to wrap up an internship. You've just spent a lot of time with these people and now you've suddenly got to go, right when you got comfortable.

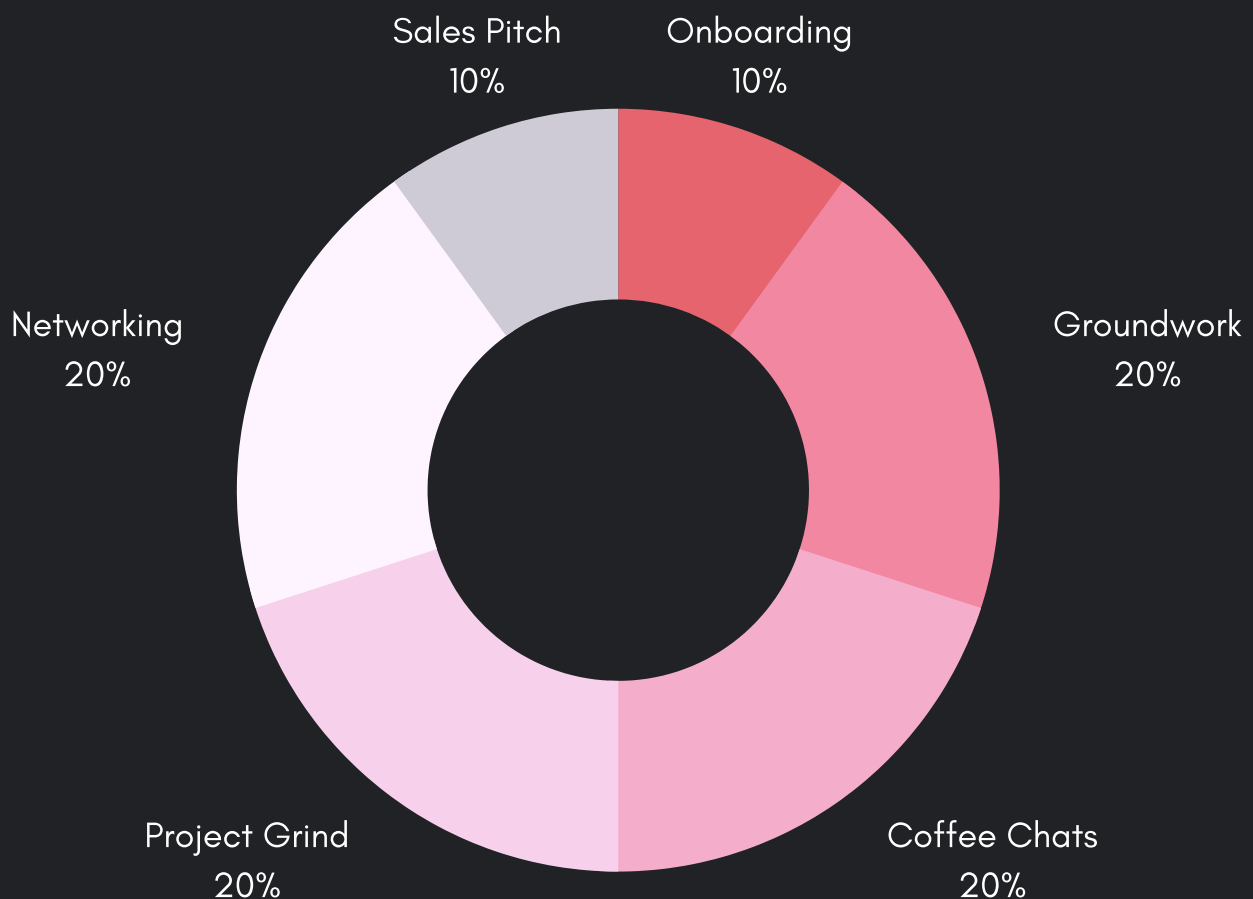
There are a few things you can do to make your departure go as smoothly as possible, and HEAVILY increase the chance of being hired on full-time.

1. **Ask About Documentation** - In some instances, you may be asked to write some documentation about certain aspects of your project/s to share with other employees.
2. **Follow Up with Connections** - Reach out to the connections you've made at the internship (Other Interns & Connections OUTSIDE the Department). Provide them with your personal email address and ask them if they'd be willing to write you a recommendation on LinkedIn or endorse some of your skills.
3. **Follow Up with Your Team** - Provide your supervisor and team members with your personal email address and ask them if they'd be willing to write a recommendation on LinkedIn for you.
4. **Obtain Your Final Review** - Many interns receive a formal final review over their presentation, their project results, or their time at the company as a whole. Make sure you ask about receiving a copy of this, as they may not give it to you otherwise.
5. **Update Your Resume** - Use all of the metrics and analytics that you collected during your presentation-building phase to update your resume. Adding quantitative results to your resume will show credibility and increase your hireability!

# CLOSING NOTES

It is my sincerest hope that you have gotten value from this document and will find some of the knowledge I've shared useful.

Best of luck in your upcoming internship, I'm sure you'll crush it!



Created By

# ADATABLOG



## SAMUEL JACKSON

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Thank you to everyone who has read this, and I hope I've provided you with some great value. Now get out there and knock this internship out of the park!

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