



Every Interaction Is An Interview

BASIC TIPS:

- When you're pursuing an internship or co-op, it's important to remember that every interaction that you have is an "interview."
- Treat everyone with respect! Whether you are speaking with the receptionist, a fellow intern, the hiring manager, or someone that you meet in the hallway.
- Make a good impression along the way! Whether it's with your resume, interview, or online profile, remember that you are making a lasting impression.
- Be engaged! Your internship/co-op is like an *extended* interview of sorts. Show interest in the projects that you work on, communicate with peers and managers, collaborate with others, and share ideas.
- Maintain a positive attitude! Show a willingness to help and take on additional tasks, and be pleasant in your demeanor while accepting new responsibilities. Don't be afraid to ask questions along the way so you perform well and can benefit as much as possible from the internship/co-op.
- Make an impact! This is not only a chance for you to see if you like working at this company, but the company is also interviewing you the entire time as well. The employer is evaluating your skills and ability to work in this specific environment.
- This is an opportunity for you to make an impact so the company may want to bring you on board full time in the future.