

# 2023 SUMMER GUIDE FOR **INTERNS**



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# WELCOME MESSAGE



**Carlos Mark Vera**  
Executive Director

Welcome to the Pay Our Interns internship guide! We're thrilled to have you here and excited to help you prepare and succeed at every stage of the internship process.

At Pay Our Interns, we're committed to ensuring that every intern has access to fair and equitable opportunities, regardless of their background or financial situation. That's why we've created this guide to help you navigate the sometimes overwhelming world of internships.

Whether you're just starting out on your search, preparing for an interview, or getting ready to dive into your internship experience, this guide has you covered.

We know that the intern experience can be challenging, but it can also be incredibly rewarding. By putting in the work and taking advantage of the resources available to you, you can make the most of this opportunity and set yourself up for success.

Thank you for choosing to use our guide and for joining us in our mission to make internships more accessible and equitable for everyone. We wish you the best of luck in your internship journey!

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# TEN QUESTIONS

**TO ASK WHEN APPLYING  
TO AN INTERNSHIP**



# TEN QUESTIONS



## TO ASK WHEN APPLYING TO AN INTERNSHIP

### **What are my career goals, and how does this internship align with them?**

Before applying to an internship, it's important to consider how it fits into your career goals. Take some time to reflect on what you hope to achieve in your career, what skills you want to develop, and what type of work you're interested in. Then, research the internship opportunity to determine how it aligns with your goals. Consider the type of work you'll be doing, the skills you'll be developing, and the industry you'll be working in.

But, it's also ok if you don't know what you want to do exactly. Internships are a great exploration tool for figuring out your career passions.

### **What is the company culture like, and is it a good fit for me?**

Company culture can have a big impact on your experience as an intern. Consider the company's values, work environment, and management style. Research the company's social media presence, read reviews on Glassdoor, and try to connect with current or former employees to get a sense of what it's like to work there. Think about your own personality and work style and whether they align with the company culture.

### **What are the internship requirements, and do I meet them?**

Before applying to an internship, carefully review the requirements. This may include academic qualifications, prior experience, or specific skills. Make sure you meet all the requirements before applying. If you don't, consider whether you can gain the necessary experience or skills before the start of the internship.

## What will my responsibilities be as an intern?

It's important to have a clear understanding of what you'll be doing as an intern. This can help you determine whether the internship is a good fit for your interests and career goals. Research the job description and ask the employer for more details if needed. Consider whether the responsibilities align with what you want to learn and whether they will provide you with a meaningful experience.

## What is the compensation, and is it fair?

Internships may offer different types of compensation, such as a stipend, hourly pay, or academic credit. Consider the value of the compensation in relation to the amount of work you'll be doing and the cost of living in the area. Research the industry standard for compensation and compare it to what the internship is offering. If the compensation seems low, consider whether the experience and skills you'll gain are worth the sacrifice.

Please note: some employers might state that an internship is unpaid, but you can get academic credit. This often means you'll essentially be paying your school to work for free.

## What is the time commitment, and can I meet it?

Internships may have different time commitments, such as full-time, part-time, or a specific number of hours per week. Consider your other commitments, such as school, work, or family obligations, and determine whether you can meet the time commitment. If you're unsure, ask the employer for more details about the schedule and expectations.

## Who will be my supervisor, and what is their management style?

Your supervisor can have a big impact on your experience as an intern. Research the person who will be supervising you and try to connect with them before the internship starts. Consider their management style, communication style, and expectations. Think about whether you would be comfortable working with this person and whether they will provide you with the guidance and support you need.

## **What is the timeline for the internship, and does it fit with my schedule?**

Internships may have different start and end dates, as well as different schedules throughout the summer. Consider your other commitments, such as classes or travel plans, and determine whether the internship timeline fits with your schedule. If you're unsure, ask the employer for more details about the timeline and any potential flexibility.

## **What is the application process, and what are the deadlines?**

Before applying to an internship, it's important to understand the application process and deadlines. Research what materials are required, such as a resume, cover letter, or writing sample. Make sure you have enough time to complete the application materials and submit them before the deadline. If you have any questions about the application process, reach out to the employer for more information.

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# TEN FAQs

**DURING YOUR INTERVIEW**





# TEN FAQs

## DURING YOUR INTERVIEW



### Can you tell me about yourself?

This question is often used as an icebreaker and to help the interviewer get to know you better. It's important to keep your response brief, highlighting your relevant experiences and skills. Focus on the aspects of your background that make you a strong candidate for the internship.

### Why are you interested in this internship?


The interviewer wants to know what motivated you to apply for the internship and what you hope to gain from it. Be honest and specific about your interest in the company or organization, the field you'll be working in, and how the internship aligns with your career goals.

### What are your strengths and weaknesses?

This question allows the interviewer to assess your self-awareness and how you view your own abilities. For strengths, focus on qualities or skills that are relevant to the internship, such as communication, problem-solving, or teamwork. For weaknesses, be honest but also provide examples of how you're working to improve.

### How do you handle challenges or difficult situations?

This question is designed to evaluate your problem-solving skills and resilience. Provide examples of challenging situations you've faced in the past and how you overcame them. Emphasize your ability to stay calm, think critically, and work through obstacles.



## **What do you know about our company/organization?**

The interviewer wants to know whether you've done your research and have a basic understanding of what the company or organization does. Before the interview, research the company's mission, values, and any recent news or events. Use this information to show your interest and knowledge about the company.

## **What skills or experiences do you bring to this internship?**

This question is an opportunity for you to showcase your relevant skills and experiences. Discuss any academic coursework, previous internships or jobs, or extracurricular activities that have prepared you for the internship. Be specific about how these experiences will help you excel in the role.

## **Can you give an example of a time when you demonstrated leadership?**

The interviewer wants to know about your leadership skills and experience. Provide an example of a time when you took initiative, rallied a team, or made a positive impact on a project or organization. Be specific about your role and the outcome.

## **What are your long-term career goals?**

The interviewer wants to know how the internship fits into your overall career plans. Be honest and specific about your career goals and how the internship will help you achieve them. Discuss any skills or experiences you hope to gain from the internship and how they align with your long-term aspirations.

## **Do you have any questions for us?**

This is a common closing question and an opportunity for you to demonstrate your interest and engagement. Prepare a list of thoughtful and relevant questions in advance, such as questions about the company culture, the internship responsibilities, or the opportunities for professional development. Avoid asking questions that could easily be found on the company's website or social media pages.

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**TEN WAYS TO SUCCEED**  
**ONCE YOU'VE LANDED THE**  
**JOB**



# TEN WAYS TO SUCCEED



## ONCE YOU'VE LANDED THE JOB

### Get to know your team

Once you start your internship, take the time to get to know your colleagues and learn about their roles and responsibilities. Schedule one-on-one meetings with your supervisor and other team members to introduce yourself and ask any questions you may have.

### Understand your responsibilities

Make sure you have a clear understanding of your internship responsibilities and what is expected of you. Ask for a job description and review it carefully. Clarify any areas of confusion with your supervisor or mentor.

### Set goals

Set specific, achievable goals for yourself for the duration of your internship. These goals can be related to your personal or professional development or specific projects you're working on. Review your progress regularly and make adjustments as needed.

### Take initiative

Don't wait for your supervisor to give you tasks. Take initiative and ask for more work or volunteer to help with projects. This shows your enthusiasm and willingness to learn and contribute to the team.

### Ask for feedback

Ask for regular feedback from your supervisor and colleagues on your performance. This will help you identify areas where you can improve and learn from your mistakes.

## Network

Take advantage of the opportunity to network with professionals in your field. Attend company events, connect with colleagues on LinkedIn, and seek out informational interviews with other employees in the company.

## Learn new skills

Use your internship as an opportunity to learn new skills or improve existing ones. Attend training sessions or workshops, ask to shadow colleagues in different departments, and take on new challenges.

## Keep a record of your accomplishments

Keep a record of your accomplishments and the tasks you've completed during your internship. This will be helpful when updating your resume or talking about your experience in future job interviews.

## Build a portfolio

If your internship involves creating work samples, save them for your portfolio. This could include projects you've worked on, reports you've written, or presentations you've delivered.

## Say thank you

When your internship comes to an end, take the time to thank your supervisor and colleagues for the experience. This is a great way to build relationships and maintain your professional network.

# THANK YOU

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