



**CATÓLICA
LISBON**
B/SINESS & ECONOMICS

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INSPIRING TOMORROW.

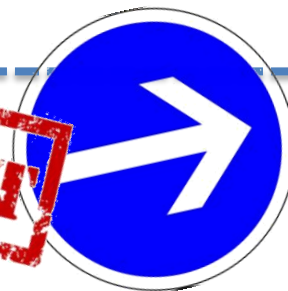
Best Practices and Tips for your Summer Internship

Career Development Office (CDO)



TIPS & TRICKS

IMPORTANT



Define a Plan A, B and C!

- *Consider different positions and companies*

Prepare your CV and Cover Letters

- *Adapt your CV and Cover Letter according to the company. Ask for feedback.*

Do not forget Ethics

- *Commitment with Companies/School is essential*

The End...

- *Appreciate the opportunity*
- *Stay in touch*
- *Add the experience in your CV*
- *Validate your experience, if you want*

Be prepared for the 1st day

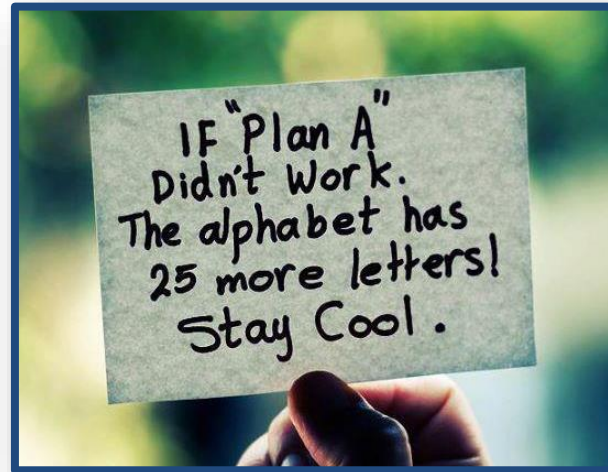
- *Impress with a positive attitude*
- *Build good relationships*

Sign a Protocol

- *If needed we can sign a protocol with you and the company. We activate the school insurance.*

Summer Internship Program

To take the most of this experience, try to choose summer internship offers that you are really interested in!



It is important to apply to a considerable number of job offers in order to participate in recruitment processes! Doing few applications (less than 10/15) could reduce the opportunities!

I. Before your Summer Internship

Things you need to keep in mind!

Make unsolicited applications



Make your own applications through careerNETwork, your personal network (e.g. Mentoring, Alumni) and unsolicited applications to companies of your interest.

This type of applications includes not only sending your CV but also a Cover Letter. To learn more about how to do great CV/CL please check resources available on the platform: [careerNETwork > Resources > Document Library](#)



Contact Human Resources Department

You can use contacts from companies that are available in the platform ([careerNETwork > Employers /Contacts](#)), in the Forum Book 17 ([careerNETwork > Resources > Document Library](#)) and be proactive, contact HRD directly to make a good impact!

CDO

Talk to us

Give us feedback about your progress, different phases of recruitment processes and your achievements. Besides being the link between you and companies, we have the opportunity to support you: By email, Walk-in Hours (Monday to Thursday – 12:00-2:00pm, 4th floor), Counseling Sessions, Workshops



About Interviews...

Be on time! Arrive at least 10 minutes in advance.

Dress formally

Cancellations: If you cannot go to the interview you should send an email 48 hours in advance

I. Before your Summer Internship

Things you need to keep in mind!

Commitment



It is important to think carefully before accepting an offer. You should ask for more time to the company and try to talk with the other companies to understand if they have already an answer for you.

If you accept an internship offer, you must stand by that decision and forego other commitments. Going back on your decision, for example, because you were selected by another company that is your first option, shows lack of respect for the company and damages not only your image, but also the relationship with the School and may even influence negatively future colleagues who want to work there.



As soon as you accept an offer and assume the commitment with the company, you can not go back on your decision and any other companies with which you are in talks must be notified that you have taken on a professional commitment and you are no longer available.

Remember you can not leave companies without your final answer if you are selected, even if it is negative.

Failure to comply with these rules will result in your exclusion from the future support of the CDO.



Protocol/Agreement...

If you need, we can sign one between you, the company and us.

You can find the Protocol template in careerNETwork > Resources > Document Library > Keywords > Template

Please contact us: careers.clsbe@ucp.pt

I. Before your Summer Internship

What to do after a Job Interview

INTERVIEW WENT GREAT...

...BUT NO PHONE CALL YET

Send an Email.

Reiterate your appreciation for the interview. Ask if there is any additional information you could provide or questions you can answer as the committee makes their final decisions. And finally, make sure you ask when you can expect to hear an update!



THANKS... BUT NO THANKS

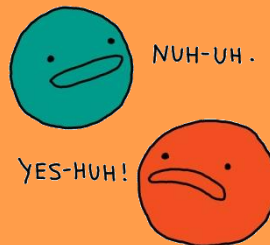
Pick up the phone.

Tell them you appreciate the opportunity, then ask for feedback on your interview. Be specific.:

1. If there was a particular question I could've answered more effectively.
2. About my performance of the interview.
3. About my presentation or delivery.
4. The deciding factor between me and the other candidates.

HOW TO ACCEPT

If you receive a call saying you were selected, do not accept in a rush, unless you are 100% sure this is the opportunity you want. If in doubt, thank them anyway and ask to call them back. If sure, express your excitement regarding the opportunity to work for their company. Make sure you are professional throughout all the excitement. You want to display maturity and professionalism as you prepare to negotiate your conditions.



HOW TO DECLINE

You have come to the conclusion that the company or position is not what you want. To break the news to the employer, give the recruiter a call. Express your sincere appreciation for the opportunity to become a part of their team. After consideration, you would like to pursue other professional opportunities that better align with your current career goals.

II. 1st Day of your Summer Internship

You are probably a bit nervous about your internship even if your internship supervisor has sent you information to prepare you for the first day. Don't worry, it happens to everybody! Remember these 4 basic tips to get you through those first-day jitters.

How to dress

Dress formally.

A good rule of thumb is not to go to extremes in terms of clothing, jewelry or scents.

What to bring

Be prepared to meet with your supervisor to discuss company expectations, goals and performance assessment. Also, bring a notepad to jot down the names of people you meet, ensuring that you can address them correctly the next day.

Who to meet

Your internship supervisor will introduce you to the people with whom you'll be working. If in doubt, or unless the person tells you otherwise, do address each person by his/her surname or last name, such as Mr. Jones or Miss Smith. If possible, meet any other interns to build a support system.

How to act

Your supervisor will give you your assignments and daily schedule. Ask questions if you don't understand your duties and ask for help. Avoid long chats with employees and stay on safe subjects. Unsafe subjects are money, religion and politics. And don't make any social calls on your cell phone, or text while you're working!

III. After your Summer Internship

Things you need to keep in mind!



If you want, you can validate your summer internship

Please consult your careerNETwork profile: *Resources > Document Library > Type > CLSBE Guides* and you will find all relevant information about the internship validation process for Undergraduate and Master Students. Don't forget to check the requirements of your program in order to figure out whether or not this process is mandatory for you.



Send a thank you note

You should thank the company for the internship opportunity.



Stay in touch

Keep regular contact with people you met and worked with during the internship. This network can be useful for your future career.

We wish you luck 😊

SUCCESS



LOADING...