



Preparing for Your Expectations Conversation

Each intern will speak with their host mentor before starting the summer job. This conversation is an opportunity to understand your host organization's expectations and reflect on what you hope to gain from the internship. Before your meeting, you are encouraged to use this worksheet to help you prepare your thoughts.

Why did you apply for this specific internship? What does this internship offer that others don't? How does this internship fit into your longer-term plans?

Which of the following skills do you want to learn or develop?

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|--|--|---------------------------------------|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Creative Thinking | <input type="checkbox"/> Work Ethic |
| <input type="checkbox"/> Interpersonal | <input type="checkbox"/> Time Management | <input type="checkbox"/> Leadership |

Are there other specific skills or experiences you want to gain this summer? What does success look like to you in the context of this summer job? How do you define that success? (Will you have learned anything specific? Will you have more confidence?)

What do you want your co-workers to say about you at the end of your internship?

What are your biggest concerns about this role? What are you most excited about?

Questions to consider asking your mentor

What are the primary responsibilities of my job?

Who are the most important stakeholders I'll be supporting?

When performing my job duties, what does good look like?

What are your expectations of me?

What are the ideal outcomes of my work by the end of the summer?

What are the characteristics of an ideal intern?

Can you describe the organization's culture?

What is it like to work here?

How does it compare to other places you've worked?

Are there any office standards or ways of working I should be aware of? (Are we a "cameras on" or "Cameras off" organization for Zoom calls? Are interactions between coworkers typically formal or casual?)

How do people dress for work?

What time does work usually start and end? (If you have part-time hours, what time do you expect me to start each day?)

Is there anything I should read up on before starting so I'm better prepared on my first day?

What else do you want to know before you start?

Finally, ask for your mentor's mobile number and confirm the address if you're going to the work location.