

WHAT IS INTERNSHIP?

Internship: It is the preparation period for the real life that enables students to apply the theoretical knowledge they have learned about in their departments, to recognize the fields and operations of the institutions, to gain experience in the transition to business life, and to develop themselves by practicing practical knowledge in a real business environment.

WHY IT IS A MUST?

Internship is the first step in the beginning of your career. When evaluated well, it is an advantageous process that strengthens the hand of the person in job interviews in terms of knowledge and ability and enables you to stand out 1-0 among the applicants who apply for many jobs. It is entirely up to you to turn your good or bad experiences into opportunities. Internships that are irrelevant and inconsiderate only to pass the course will not do anything but waste time. Today's job market needs dedicated, stable, hardworking and open-minded employees who add value to the work done. They want to see what you can do to make them different from others.

WHAT TO DO FOR INTERNSHIP?

Discover Yourself

- When planning for your preferred career, ask yourself about your interests and your favorite fields. Every job that you love doing will lead you to success. Be aware of what you can and cannot do.
- Determine what your value judgments are against life and never compromise because you are sure of its accuracy.
- Get to know your strengths and weaknesses and strive to improve your weaknesses in a positive way.
- Think about where you want to see yourself. See what you will wear on your first working day, the table you will be sitting on, the award you will receive because of your success in a very important project for the company, hear the applause you have received and smell the smell of the perfume that you will use that day. This will be your source of motivation even on your worst day and you will feel that when you realize your dreams "I have experienced this moment before".



- Think about what you can do for your career in your mind. Focus on where to start your career journey, what are your negative parts, what you need to do to complete it (ex courses for language learning abroad etc.). You will have difficulties in this journey, so be Prepared and believe indifferently that you have the power to overcome these difficulties.
- You have to make the decision for which job suits you and consider internship opportunities to practice for that job. Do not hesitate to consult with the institutions and people who will support you in this department and to get information about which departments you need to do the internship in.
- Set goals to improve your skills and knowledge while you are doing your internship.
- Be ready for presenting yourself to your company with your work.

Self-improvement

- Be aware of how you can gain enough knowledge and experience for the job you want and do not hesitate to be in touch with the people who do the job best in your internship. Anyone who sees your endeavor will do their best to help you.
- Participate in seminars, panels, fairs and interviews with professional people.
- Be aware of new technologies, social events and the world agenda for your chosen business.
- Take part in projects in an area of interest to your school or social responsibility platforms and indicate them in your CV.
- In the job interviews, not only your knowledge and experience, but also active in social life attracts attention. What kind of sport you are interested in and what you do, theater clubs, membership organizations etc. accordingly. It is also good for you to engage yourself in an occupation that you like.
- When you find that the job is not for you, check to see if you have a plan B to move to another area. Improve yourself on how you can create and what you can do to increase your business options.



Moving on

- Search the industry's leading companies interested in how to provide the necessary network for internship application, list the contact information. Ask your professors about the suitability of these companies, and the Career Center and Internship Coordinatorship office for information about other companies.
- Your application tools should be email, telephone and LinkedIn accounts of companies. First of all, you say want to do an internship by calling the company and you need to ask their e-mail address and LinkedIn accounts in order to send CV.
- Please make sure your email account is acceptable and institutional for both your job applications and your internship applications. deliyurek @ com.tr, sekerkiz @ com.tr be careful not to use.
- Your own website, namesurname @ ... com.tr, It will be more convenient to use the mail account provided by our University.
- "To get an internship at this company, you need to know someone, why should they take me" don't think like that. Remember that the most distant roads begin with a step. Make an attempt to apply without delay to guide your future.



INTERVIEW PREPARATION

- Get a brief information about the company before going to the interview. Briefly note the mission, vision, authorities, sector, places in the market, etc. and the information you have obtained from the websites.
- Make sure you have a printout of your CV. The interviewers will interview you on the data in your CV. The wrong information you give with the excitement of the interview will conflict with the information in your CV, leaving you in a difficult situation.
- Decide on the clothes you will wear on the way to interview and make sure that they are ready from the evening. (Ironed, clean)
- Avoid exaggerated opened clothes, perfume and makeup.
- Attentive hair, soft makeup, a fresh scent, shaving for men and clean shoes will give you points for your first impression.
- Please be as simple as possible, wear comfortable office clothes.
- Eat something light before going to the interview. (Breakfast)
- Do not drink acidic beverages before discussing. Avoid food that will cause bad breath. This will disturb you and your surroundings during the conversation.
- Pay attention to alcohol intake on the evening before the interview. A hangover, an awkward state that cannot perceive what is said is an unpleasant situation for the interviewees.
- Try to be there before the interview time. Breathless hectic conversation will cause you to feel uncomfortable and cannot concentrate.
- If you expect to be late or cannot go, make sure that you have the contact details of the company that will interview you. In such a case, inform the interviewer that you will be late or unable to attend the interview.
- Please note that interviewers who do not report that they cannot come are blacklisted.
- Do not go with family and friends when you go to interview. Failure to go alone can mean a lack of self-confidence.
- Don't forget to mute your phone.

10 MOST FREQUENTLY ASKED QUESTIONS IN INTERNSHIP INTERVIEWS

(Please Answer)

1. Can you tell me about yourself?
2. Why do you want to do an internship?
3. What are your strengths?
4. What are your weaknesses?
5. Why would you do your internship in our company?
6. What is your greatest success?
7. Can you tell us about the difficult situation you faced and how you solved it?
8. Where do you see yourself after 5 years?
9. What is your career goal?
10. Do you have any questions?



WHAT TO DO AND NOT TO DO IN AN INTERVIEW?

- Be friendly and warm without pushing the limits.
- Adjust the tone of your voice to average and exercise your breath to balance your excitement.
- Promise what you can do during the interview. As a new graduate, interviewers can predict what you know and what you can and cannot do earlier on. Therefore, avoid exaggerated promises.
- Avoid giving unnecessary details about yourself if you are not asked. Express yourself in concise words.
- The way you sit should be neither spread nor bored. Putting your arms on your lap may mean you don't care about the other side.
- The way you look should be sincere and warm. An upright and frowned look may irritate the opposite side.
- Do not enter with a coffee cup or water bottle in your hand. If you need water, you can ask the interviewer.
- Eat something light before the interview and do not enter the meeting room with food in your hand.
- During the interview, there should be no gum or candy in your mouth.
- A notepad and pen from your bag will make you feel that you care about the job and that you are planned.



WHAT TO DO DURING THE INTERNSHIP AND CONVERT TO WORK FROM THE INTERNSHIP

- If the internship is seen as a formality, a necessity to be fulfilled, the chance of getting the first step of your career is missed.
- Try to do your best to add value to your current location.
- Everyone should have and innovative thinking, and try to complete the work in the most useful way as soon as possible.
- Meet all employees at the internship office.
- Try to do all the work you are given about your job accurately and timely without objection.
- In case of not understanding or being not able to do the job you should not hesitate to ask for help.
- Try to not have any free time and in case of any free time ask your supervisor to give you extra work to do.
- Be aware that you are not doing an internship to bring tea, coffee or taking photocopy to other employees, that is considered a waste of time and if the company insists on you to do that then it's better to leave the job.
- You should pay attention to the starting and finishing hours of the internship, don't be late for job and don't exit before the ending time of your job.
- You should get along with your colleagues and you should care about your work.
- You should follow new positions and apply for job vacancies that you think are appropriate for you.
- You should tell your supervisors that you are very satisfied with your work and you should ask them to evaluate your work.





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