

Turn Your Internship Into Full -Time Employment



Ask For Feedback on A Regular Basis

Although you don't want to cross the line into being annoying, it's important to have a grasp on your strengths and weaknesses by obtaining feedback from your Mentor/Supervisor.

Go Above And Beyond Your Job Description

Show that you're always thinking ahead by anticipating others' questions and needs. Do more than is expected of you to stand out among other intern candidates. Volunteer for additional projects when you can, and be flexible with your schedule for a chance to impress the team by staying late or coming in early. Taking on additional tasks, being flexible, and thinking ahead shows your dedication to your role and helps your Supervisor and co-workers view you as an integral part of the team.

Be Consistent

Always maintain focus and discipline while at work – and avoid distractions such as text messaging or checking social networks.

Record Your Accomplishments

After you've finished a task or a project, write down any accomplishments you've had. Showing that you can produce results is a great way to move up at the company. Always keep a dairy or note book with you.

Act Like You're A Full -Timer

Show up with an eager, positive attitude each day. Come in early and be the last intern to leave. Dress at least one step above your current position. Take pride in each project you are assigned and ensure it's your best work before handing it in.

Secure A Mentor Within the Organisation

Moving up is much easier if you have someone to lean on for advice and insight. Establish good rapport with someone who oversees your performance and provide guidance during your internship period. Be prepared to handle criticism. Through criticism you are shaped and prepared for the world of work.

Have A Solid Grasp On The Company

Know what the organisation needs and how you can fill those needs. Understand each product or service. Get to know the clients and customers the best you can. Learning this vital information will not only make you do your job better – you'll have a clear understanding of how you can move up in the organisation, too.

<http://www.careerealism.com/internship-full-time-employment>

