

Internship/Co-op Checklist for A&S and SSH&E Students

Check when completed

- Step 1** **Make an appt. with Bethany Kilgore in Career Services**
Call 513/ 745-3764 to schedule a 30 min. meeting detailing the co-op/
internship process within your major.
- Step 2** **Self-Assessment** (to complete prior to your mtg. with Bethany)
Before you even search for an internship or co-op, you need to know what jobs suit your skills,
personality and goals! Think about both your short and long term career goals. Many employers
use this opportunity as a way to screen potential future hires, so think about the kinds of places
you would like to work after graduation.
- A few things to consider:**
- Type of job in which you are interested
 - What skills you would like to develop
 - Pattern of co-op that would be best (remember to keep your options open)
 - What types of jobs fit into your academic major and learning goals
 - Type of company and industry
 - Size of company (do you want 10 co-workers or 5,000?)
 - Location (do you have a car? Is it near your home or on public transportation?)
- *Review pages 6-7 in the Job & Internship Search Guide for more complete information
(<http://www.xavier.edu/career/docs/job-internship-search-guide.pdf>).*
- Step 3** **Internship/Co-op Search**
Once you know what you are looking for, you need to know where to look!
- Resources:**
- Use online search sites such as eRecruiting, idealist.org, simplyhired.com
 - *See pg. 11 in the Job & Internship Search Guide for other website search tools.*
 - Utilize your professors, advisors and professional networks to seek opportunities.
 - Visit company websites to search their positions (look under Employment or Human Resources
for career links).
- *Review pgs. 8-10 in the Job & Internship Search Guide for additional search strategies.*
- Step 4** **Create/Revise résumé and cover letter**
- Review the Resume & Cover Letter Guide for assistance.
(<http://www.xavier.edu/career/docs/Resume-Job-Correspondence-Guide.pdf>)
 - Attend walk-in hours to have these documents reviewed (M-W: 1:30-3:30p,
TH-F: 11a-1p).
- Step 5** **Set up a mock interview**
Interviewing tips
- Review the Interviewing Guide: <http://www.xavier.edu/career/docs/interviewing-guide.pdf>
 - Know your skills, interests and career goals so you can convey to the employer why you are
a good match for the position
 - Do your homework on the company/organization prior to the interview
- Step 6** **You are offered an internship/co-op!**
- Let Bethany Kilgore in the CSC know! Email her at kilgoreb@xavier.edu
 - Complete the necessary paperwork for your internship and get it signed by your internship supervisor
 - If required, enroll in the internship class (meet with your faculty coordinator for assistance)
 - Meet academic deadlines specified by your faculty coordinator
 - Refer to your faculty coordinator for more info