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5 STEPS TO THE INTERNSHIP RECRUITMENT PROCESS



the **NATIONAL
SOCIETY of
COLLEGIATE
SCHOLARS**

SEARCHING FOR YOUR FIRST INTERNSHIP OR ENTRY-LEVEL JOB CAN BE NERVE-WRACKING. HERE'S WHAT YOU CAN EXPECT IN THE RECRUITMENT PROCESS.

01

FINDING AN OPENING

Start with a list of companies you are interested in working for. After making the list, check out each of their careers websites to get a better understanding of their organizational culture and what programs they offer. Apply to the roles you're interested in.

Use Handshake or LinkedIn to do broader job searches. These are trusted job search websites for students that will help you find roles for companies that you haven't thought about yet. Make sure to use the listing to check if there's an equivalent position on the employers' individual careers websites and apply there if there is. Recruiters prefer to use their ATS (applicant tracking system).

02

APPLYING FOR THE POSITION

Have an ATS friendly resume ready to upload to help streamline the process. Rule of thumb is to focus on what you accomplished, not what you simply did.

Double check! It may seem like a hassle but typos and mistakes will only hurt your application.

03

COMPLETING AN ASSESSMENT

Some companies will use their ATS to automatically pass you to an assessment stage. This can be personality, logic, or skill-based testing. Some systems can tell if you're fudging your answers or cheating. Be honest and give it your best shot.

04

INTERVIEWING

During the age of Covid-19, you will most likely have a virtual interview. Research the company in advance and practice interviewing with a friend or mentor. Make sure you find a nice quiet place that is free of distractions and has a strong internet connection. Many universities offer special rooms that students can book for free to complete their virtual interview in peace.

Depending on the company, this might take multiple interviews. Some companies will stop at one interview with the recruiter or HR representative. Others will keep passing you to the next round until you are interviewed by the manager you would potentially be working with. A select few will have an interview day where all of your interviews will take place in the same day. Recruiters will let you know what to expect when it comes to interviewing.

ATS (applicant tracking system).

05

RECEIVING THE RESULTS

Be strategic with your results. Please be patient and keep in mind that they are trying their best to get back to you. Don't sweat it if you receive a rejection and make sure to ask for feedback. You can use this experience to improve and create a positive out of a negative. If you receive the offer, congratulations. Don't forget to thank everyone who helped and interviewed you along the way.

**WE HOPE
THIS GIVES
YOU A BETTER
UNDERSTANDING
OF THE
RECRUITMENT
PROCESS.**

If you're interested in building your resume and standing out as a candidate, visit <https://www.theforage.com/> to check out career education programs created by employers to help you get a better understanding of what it's like to work with them.

Good luck with the recruitment process!

Nhon Nguyen, Forage Student Growth Lead