Community Internship Collaboration

Student Info Session

Spring 2021
What is CIC?

- “Community Internship Collaboration”
- Work – Learn – Earn
Project-based internship

- Work on a specific project for a local business
- Apply classroom learning to internship
- Works alongside a mentor to teach and guide you through the project
Learn

- Academic credit
  - Time management
  - Project planning
  - Business communications
  - Presentation skills
- Mutual learning (mentors learn from you, too)
Paid work hours!

- Students receive:
  - $10.50/hour for 60 hours
  - Valuable experience for resume
  - References/network contacts in the community

- Businesses gain:
  - Help with a project
  - Fresh perspective
  - Mentoring experience
Who Can Apply?

- Any student enrolled in at least 6 credit hours at UNM-LA
What You’ll Do with CIC

- Work at small businesses in Los Alamos
- Take a class
- Give a poster or video presentation
- Participate in a graduation ceremony
The CIC Process

- Application
  - CIC application – including essays!
  - UNM Jobs application
- Interviews with the businesses
- Accept assigned internship and set work hours
- Submit UNM hire paperwork
- Attend Orientation & submit course registration
- Participate in BSTC 299 class
- Work 60 hours during the semester
- Give final presentation
CIC Timeline

- **Deadline for applications:** Monday, February 1
- **Interview with businesses:** January 27 - February 3
- **Matches announced:** February 5
  - Inform CIC by Feb. 4, if you change your preferences
- **Orientation:** February 8, 2:00-3:30
- **CIC class & internship hours:**
  - *Mandatory* BSTC 299 class meets Tuesdays, 4:00-5:40 pm
  - February 16 - April 27
- **Presentations recorded, published TBD**
- **Complete all work hours, Feb. 8 – May 14**
See descriptions online at [losalamos.unm.edu/cic](http://losalamos.unm.edu/cic)

- Daphne Weir, Inc.: Accounting Intern
- Del Norte Credit Union: Community Engagement Intern
- ErgoTech: Data Visualization Intern
- ErgoTech: Graphic Design Intern
- ErgoTech: Marketing Development Intern
- Los Alamos Community Foundation: Nonprofit Sustainability Intern
- Los Alamos County: Marketing Coordinator Intern
- Los Alamos Retired & Senior Organization: Intern
- Los Alamos STEAM Lab: Social Media Intern
- Nurses With Heart: Caregiver Intern

Indicate your top 3 preferences in your CIC application
What’s Next?

1. Apply to the CIC program.
2. Apply to the UNM job posting.
3. Interview with Businesses.
4. Accept match, go to class, and start working!*

*Must complete UNM hiring process before beginning work hours.

See links to the internship postings on the CIC website.

[losalamos.unm.edu/cic](losalamos.unm.edu/cic)

All applications due by February 1, 2021!
Interview Tips
How to Mess Up + How to Do Well

16 Ways to Screw Up a Job Interview

https://www.youtube.com/watch?v=Jg3AOobbTRwY
Responding to interview invitations

- Show enthusiasm – but speak slowly and clearly in response
- Ask for all the information you need:
  - Date, time, location, & method
  - Find out the interviewers’ names & titles
- Confirm the information
- Thank the caller!
Prepare for an Interview

- Research the company
- Study the job description
- Write down your STAR stories
- Think of questions to ask the interviewers
- Determine what to bring or have nearby
- Prepare everything the night before
- Practice relaxation techniques
Common Interview Mistakes

- Answering cell phone or texting (or even keeping the volume on)
- Appearing disinterested
- Dressing inappropriately
- Appearing arrogant
- Talking negatively about current or previous employers
- Chewing gum

Source: CareerBuilder
Actual Interview Mistakes

- Candidate asked, "What company is this again?"
- Candidate put the interviewer on hold during a phone interview; When she came back on the line, she told the interviewer that she had a date set up for Friday
- Candidate wore a Boy Scout uniform and never told interviewers why
- Candidate talked about promptness as one of her strengths, after showing up 10 minutes late
- On the way to the interview, candidate passed, cut off and flipped the middle finger to a driver, who happened to be the interviewer
- Candidate referred to himself in the third person

Source: Career Builder
“Tell Me About Yourself”

- About you as a professional
  - *Not* about your personal life
- Describe your best attributes relevant to the job:
  - Brief summary of your career & education history
  - Recent accomplishment that will capture employer’s attention
  - Summary of your next goal, related to this field
  - Skills, knowledge, personal values, and abilities that match the position and organization
Other Common Questions

“Tell me about a time when…”
- Use a STAR story!
- Verify your accomplishments
- Give numbers and context when possible
- Stay positive

“How would you handle…”
- Demonstrate positive problem-solving skills
- What good could you bring out of this hypothetical situation? How would the company benefit from this?
Choose an experience that directly demonstrates your skills related to the question asked.

- Keep it professional, related to the job

- **Situation** (describe it)
- **Task** (what was your goal or intention)
- **Action** (what you did, using your skills)
- **Results** (what happened because of you)

Focus on your Accomplishments and the Value or benefit it had for the organization.
“What Are Your Weaknesses?”

- Can you be humble, own your challenges, and learn from them?
- Identify at least 1 or 2 weaknesses.
- Then tell them
  - What you’ve learned, how you compensate, or how you minimize the impact;
  - How you have made progress on them;
  - What positive impact your weakness can make.
What to Ask Them

- “Tell me more about the project and its responsibilities.”
- “What would make someone successful in this job or business?”
- “How would you describe the business’s culture?”
  - Dress code, work hours, amount of travel required, cultural values, charities, outreach programs, etc.
- “What is your background with the company?”
- “What do you like about working here?”
What to Bring (or Have Nearby)

- Portfolio:
  - Pen & notepad
  - Cheat sheet with STAR stories, questions, etc.
  - Copies of your resume – enough for everyone there
  - References on a separate paper
- Your schedule (on your phone, day planner etc.)
- Small water bottle & breath mints – not gum!
- Small briefcase or bag, if necessary
  - Try not to bring your cell phone, purse, etc., if possible.
Movement Matters

- Eye Contact
- Smile
- Handshake
- Posture
- Rate of Speech
- Hands
- Quirks
- Bouncy Legs
- Head
Video Interviews

Considerations unique to video interviews:

- Background
- Surroundings & noises
- Lighting
- Technology, software, reliability
- Eye contact – the camera, not the screen
- Smile, posture
What You’re Really Thinking

https://www.youtube.com/watch?v=7xeQJQmdEb4
Stress-Reducing Strategies

- Drive the route to the location the day before
- Practice your STAR stories in front of the mirror
- Lay out your clothing &/or materials the night before
- Get a good night’s sleep
- Allow extra time for traffic (or logging in)
- Arrive 10-15 minutes early
- Breathe
- Stretch your neck gently
- Focus on your success and confidence
- Power Pose the night before and just before the interview
Power Posing

https://www.youtube.com/watch?v=r7dWsJ-mEyl
CIC Application Timeline

- Apply tonight!
  - CIC application & UNM Jobs application by **February 1**
- Interview with businesses: **1/27-2/3**
- Matches announced: **Friday, 2/5**
- Attend Orientation: **Monday, 2/8**
- Participate in BSTC 299 class: **Tuesdays, 2/16+**
Need Help?

- Today’s handout packet
- Contact Tony in Student Services:
  - 505-663-3406
  - jtglallegos@unm.edu
- UNM-LA Career Services:
  http://losalamos.unm.edu/students/career-services/
- Resume builder, etc. on NM Workforce Connection website: www.jobs.state.nm.us
Thank you!

Questions?