Community Internship Collaboration

Student Info Session

Spring 2020
What is CIC?

- “Community Internship Collaboration”
- Project-based internship
- Academic credit
- Paid work hours!
Work

- 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

- Mutual learning (mentors learn from you, too)
- At work and in class
  - Time management
  - Project planning
  - Business communications
  - Presentation skills
Students receive:
- $10/hour for 60 hours
- Academic credit
- Valuable experience
- References/network contacts in the community

Businesses gain:
- Help with a project
- Fresh perspective
- Mentoring experience
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 presentation
- Participate in a graduation ceremony
What CIC Gives You

- Hands-on experience
- A completed project to build your resume
- Mentoring by a community member
- Academic credit
- Paid work hours
The CIC Process

- CIC Application – identify 3+ internships
  - CIC application, UNM Jobs application
- Submit UNM hire paperwork
- Interviews with the businesses
- Accept internship and set work hours
- Attend Orientation & BSTC 299 class
  - see CIC website for dates and times
- Work 60 hours during the semester
- Give presentation and attend graduation
CIC Timeline

- Deadline for applications: January 31, 2020
- Interview with businesses:
  January 29 – February 6
- Matches announced: February 7
- Orientation, CIC class, internship hours:
  - Mandatory Orientation, Feb. 10, 2:30-4:00 pm
  - Mandatory BSTC 299 class meets eight Mondays, 4:00-5:40 pm
    2/10, 2/24, 3/2, 3/9, 3/30, 4/20, 4/27, 5/4, 5/11
  - Complete all work hours, Feb. 10 – May 15, 2020
- Graduation & presentations:
  - May 11, 2020, 5:30-6:30 pm
Business Proposals

- Review carefully!
  - See descriptions online at losalamos.unm.edu/cic
  - Indicate your top 3 preferences in your 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*!

See links to the applications on the CIC website.
See businesses’ proposals on the CIC website for contact info.

losalamos.unm.edu/cic

All applications due by January 31, 2020!

*Must complete UNM hiring process before beginning work hours.
Interview Tips
16 Ways to Screw Up a Job Interview
Responding to interview invitations

- Show enthusiasm – but speak slowly and clearly in response

- Ask for all the information you need:
  - Date, time, location, & room number
  - 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
- Prepare & lay out everything the night before
- Practice relaxation techniques
Common Interview Mistakes

- Answering cell phone or texting
- 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
STAR Stories

- Choose a task 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
Common Questions

“Tell me about a time when…”

- Use a STAR story!
- Stay positive
- Show your accomplishment and quantify if possible

“How would you handle…”

- Demonstrate positive problem-solving skills
- Tell how you would be able to bring value for the company you are talking to
- What good thing could come of the situation they are asking about?
Tell Me About Yourself

- About you as an employee, 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 what you want to do next, related to this job
  - Skills, knowledge, personal values, and abilities that match the position and organization
What Are Your Weaknesses?

- The employer wants to know if you can 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;
  - What positive impact your weakness can make;
  - How you have built on your experiences and progress forward.
What to Ask Them

- Tell me more about the project and its responsibilities.
- What is the background of the company?
- What would make someone successful at the job?
- How would you describe the business’s culture?
- What do you like about working here?
What to Bring

- **Portfolio:**
  - Pen & notepad
  - Cheat sheet with STAR stories, questions, etc.
  - Copies of your resume – enough for all the interviewers and yourself

- 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
What You’re Really Thinking
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 & materials the night before
- Get a good night’s sleep
- Allow extra time for traffic
- 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
CIC Application Timeline

- Apply tonight!
  - CIC application by January 31, 2020
  - UNM Jobs application A.S.A.P.

- Interview with businesses
  - Jan. 29 – Feb. 6

- Matches announced
  - Friday, February 7, 2020

- Attend Orientation and BSTC 299 class
  - Monday, February 10
Need Help?

- Today’s handout packet
- Contact Tony in Student Services:
  - 505-663-3406
  - jtgallegos@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?