



### Preparing for your Expectations Conversation

Each intern will speak with their host mentor before starting the summer job. This conversation is an opportunity for you to understand the expectations your host organization has of you but also for you to reflect on what you expect to get out of the summer. In advance of your meeting, you are encouraged to use this worksheet to help you prepare your thoughts.

Why did you apply for this specific internship? What does this internship offer that others did not? How does this internship fit into your longer-term plans?

Which of the following skills do you want to learn or develop?

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Communication   | <input type="checkbox"/> Teamwork          | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Creative Thinking | <input type="checkbox"/> Work Ethic   |
| <input type="checkbox"/> Interpersonal   | <input type="checkbox"/> Time Management   | <input type="checkbox"/> Leadership   |

Are there other specific skills or experiences you want to gain this summer? What does success look like to you in the context of this summer job? How do you define that success? (Will you have learned anything specific? Will you have more confidence?)

What do you want your co-workers to say about you at the end of your internship?

What are your biggest concerns about this role? What are you most excited about?

## Questions to consider asking your mentor

What are the main responsibilities of my job?

Who are the most important stakeholders I'll be supporting?

In performing my job duties, what does good look like?

What are your expectations of me?

What are the ideal outcomes of my work by the end of the summer?

What are the characteristics of an ideal intern?

Can you describe the culture of the organization?

What is it like to work there?

How does it compare to other places you've worked?

Are there any office standards or ways of working I should be aware of? (Are we a "cameras on" or "Cameras off" for Zoom calls organization? Are interactions between coworkers typically formal or casual?)

How do people dress for work?

What time does work normally start and end. (If you'll have parttime hours: What time do you expect me to start each day?)

Is there anything I can be reading up on in advance of starting so I'm better prepared on my first day?

What else do you want to know before you start?

**Finally, ask for your mentor's mobile number and, if you're going to a work location, confirm the address.**