

INTERNSHIP OCR TIPS SHEET

According to a Class of 2015 Student Survey from the National Association of Colleges and Employers (NACE), 62.8% of respondents took part in an internship. NACE's Job Outlook 2015 Survey revealed that relevant work experience is preferred by almost 75% of employers, and 60% say they prefer work experience gained through an internship.

Internship OCR is intended for sophomores and juniors looking for an internship.

Full-Time On-Campus Recruiting (OCR) is intended for juniors and seniors looking for full-time opportunities after graduation. Students that participate in this program must attend a mandatory in-person workshop. The best time to attend this workshop is during junior year or the summer before senior year in order to be eligible to interview for full-time opportunities upon graduation.

Starr Search is a free online job management database, where Baruch students can...

- Search for OCR opportunities, internships and jobs
- Apply to positions using the job search function, where more than 10,000 positions are posted each year
- Sign up for events including workshops, corporate presentations and career fairs

Types of Internships

- **Paid** – Combine classroom learning with hands-on practice while you receive compensation in return for the work you do.
- **Unpaid** – Combine classroom learning with hands-on practice for which you receive no compensation but gain work experience and opportunities to network. Many of these internships offer a stipend or academic credit.
- **OCR** – Companies come to Baruch College to interview students for summer internships through the On-Campus Recruiting (OCR) program which is managed by Starr Search. All resume submissions and interview sign-ups are completed online.
- **Zero Credit** – Students who meet specific criteria can obtain paid or unpaid internships while taking an internship class. Upon completion, you will receive a transcript notation.
- **Credit** – Paid or unpaid internships whereby you will take an internship class while interning. Upon completion of your internship, you will receive college credit.

Corporate Presentations occur when firms come to campus to build awareness and generate student interest in the company; they are open to *all interested students*.

Pre-Night Information Sessions can be hosted on-campus or at the company's offices and are targeted to *interview candidates ONLY*. Recruiters use this time to speak about the company, position, and to answer candidate questions.

Sample Interview Questions

- Walk me through your resume [*give highlights*]
- Why XYZ position? [*demonstrate "fit"*]
- What is your greatest strength? [*don't overstate*]
- Describe a weakness? [*be positive & show improvement*]
- Do you have any questions for me? [*display company knowledge*]
- How does your previous experience relate to this internship? [*emphasize past responsibilities*]
- Tell me about a time you made a mistake and how you handled it? [*demonstrate problem solving skills*]
- What do you know about our company and what we do? [*display company knowledge*]

Deadline Policy: If you are offered an internship, you have a minimum of 4 weeks to make your decision without penalty; full-time positions allow for a minimum of 3 weeks.

Once you accept an offer, do not interview with other companies and cancel previously scheduled interviews. Do not renege; you have made a commitment in which others expect that you follow your word. Keep in mind that you are representing your college and are expected to act professionally. Reneging on an offer will result in disciplinary actions.

As an intern, you have rights! By law you are required to receive adequate compensation for the work that you do. You are not there to displace regular employees, you are there to learn. The internship experience is meant to benefit you more than anyone else, so always be aware of your rights.

For information about Intern Lawsuits, visit <http://www.unpaidinternslawsuit.com/>.