



# VIRTUAL INTERNSHIP SUCCESS TIPS

## Research the Company Before You Start

1. Learn about the company culture and history
2. Read bios of managers and co-workers - Connect on LinkedIn
3. Learn about your job responsibilities
4. Explore the type of training you will receive

## Learn the Technology

1. What video software does the company use? Learn how to use it before you start
2. Learn and practice Zoom call etiquette - Understand the use of the "Mute" button
3. Quiet setting - Good lighting - Appropriate background
4. Understand when to use a virtual background

## Go to Your Virtual Office Every Day

1. Establish a routine - Practice self-discipline and motivation
2. Set up a neat and organized workspace in your home
3. Make sure you have reliable WIFI and needed office supplies
4. Demonstrate the same work ethic you would have in an in-person internship

## Stay Organized

1. Utilize a calendar or planner
2. Make sure you meet all deadlines
3. Do not procrastinate
4. Be patient with yourself and others

## Stay Connected - Network

1. Be proactive in communication with boss and co-workers
2. Keep boss informed of your progress
3. Reach out and make new connections
4. Do not get lost by not communicating

## Be Creative and Enthusiastic

1. Express yourself professionally
2. Be involved in group discussions
3. Suggest new ideas

## Work Life Balance

1. Establish a beginning and end of your workday
2. Eat right
3. Exercise
4. Have "Me" time