Mistakes Interns Make

Business Week’s ten top mistakes (1-10)  Career Builder & College Recruiter (11-12)

1. The Entitlement Syndrome
   slipping into complacency, coming in late, taking 2 hr. lunches, an attitude that it’s just an internship

2. No flip-Flopping at the Office
   mis-interpreting “business casual” to mean just “casual – when in doubt go conservative

3. Forgetting to Unplug
   cell phones, blogging at work, listening to iPod, Instant Messaging etc.

4. Being a Wallflower
   good interpersonal skills are extremely important, speak up give input

5. Ducking the Extracurriculars
   you maybe sending a message that you don’t understand the company’s values about life-work balance. It’s also an opportunity to get to know your co-workers – make stronger connections.

6. Grunting About Grunt Work
   There’s always going to be some mundane task that you don’t particularly enjoy doing (at every level) – So just smile and do it.

7. Missing the Big Picture
   Spending as much time as you can with as many people as you can – is the best way to learn about the company you’re working for

8. Failing to Ask Questions
   Questions can help you avoid wasting time and energy – but they also speak volumes about your desire to learn

9. Rejecting Criticism
   Overly cocky interns aren’t just making a bad impression; they’re also missing out on valuable opportunity to improve their skills.

10. Wasting Time
    Being proactive is cited as one of the most important qualities in a successful intern. If you’re waiting to be told what to do – you’re not doing enough – learn to ask for new tasks.

11. Lack of Enthusiasm
    go above and beyond the tasks

12. Follow through
    Keep in touch – stay connected maintain the relationships – ask for feedback – stay in the forefront of the employers mind.