

What Really Matters in Your Internship and Full Time Job
Webinar on 5/514
Key Takeaways

- To succeed in the US workplace you must meet employers needs and have the ability to navigate social and interpersonal aspects of the environment.
- 4 keys to job cycle success
 - ask
 - know
 - show
 - assess
- **Ask**-Define expectations and get feedback from your manager. Get clear on your deliverables and timing and get frequent feedback from your manager on where you are delivering on target and where you need improvement
- **Know**-Understand organization culture and key stakeholders. Understand if the culture is formal / informal; accessibility of senior leaders, how communications happens; who are important for your work content and advancement
- Your boss should be your #1 customer, advocate and coach. Understand his/her needs and be his/her ally.
- **Show**-Your contributions with weekly reports identifying progress made as well as outstanding issues that your manager can help you with. Display your consistent brand by knowing what you aspire to be and behaving in a way that equates to what you say you are
- **Assess**-Be sure to determine if you are meeting workplace expectations and how well you fit into the cultural norm. Is this an organization in which you can do your best?