Before You Take That Job or Internship . . .

by Karen Knipschild

It’s that time of year, Spring begins its long-awaited approach, graduation is just weeks away and the hunting season for jobs and summer internships commences.

If employment hunting, you may already have a few leads or are diligently perusing the search engines. However, before you actually apply for a job, review this cautionary advice to determine the legitimacy of job openings.

Don’t apply for just any listing you see.

It’s important to research the company and/or the contact first. Peruse their website and google their company for additional information. You can even take it one step further and search by "company name scam" to see if you can find information about reported scams. You can even check with organizations like the Better Business Bureau and Federal Trade Commission to see if the company has been reported as a scammer.

Use the job interview to your advantage.

If you get an interview, ask questions like, “Can you describe a typical day as an intern at your company?” If they don’t have a specific answer for you, it’s definitely a red flag. Structured internship programs have details on the kind of projects you’ll be working on.

Ask for job details

If it isn’t listed in the job posting, try to find out if there’s a salary or if you’re paid on commission.

Do not pay employers anything.

Legitimate employers don’t charge to hire you. Don’t send money for work at home directories, advice on getting hired, company information or anything else related to job hunting.

Check the company’s references if you’re not sure the company is legitimate.

There’s nothing wrong with asking for references such as other interns/employees who you could contact for input on their work experience. If the company isn’t willing to provide references do not consider the opportunity.

Should you need further information on effective career/internship hunting, please make an appointment with me.

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For job hunting tools: English Careers Website. For appointments: WisCal Scheduler.

Check Out These Legitimate Summer Internships . . .

Looking for some pocket-book green this summer while obtaining great skills to strengthen your resume? The following internships are outstanding PAID opportunities:

- Wisconsin Public Television Summer Internship - Tribal Histories Project;
- Wisconsin Public Radio Summer Internship - Multi