



GRIFFITH COMPANY

Building California For Over 115 Years

Crafting Your Own Summer Internship Experience

June 3rd, 2020



HELLO
my name is

**Self Made
Intern**

Ron Roberts, Jr.

Recruitment & Public Relations Specialist

Griffith Company: Who We Are

Griffith Company is one of California's earliest general engineering contractors. We are 100% employee-owned, and provide services to private and public sector clients on heavy civil projects throughout Southern California ranging from \$100,000 to \$440 million.

Established: 1902

Regions/Offices

- Southern Region: *Santa Fe Springs*
- Central Region: *Bakersfield*
- Montclair: *Equipment Yard*
- Corporate: *Brea*

Divisions

- Concrete
- Environmental Services
- Landscape
- Structure
- Recycling
- Underground

Employees: 600



Griffith Company: What We Do

Our Capabilities

- Airport Projects
- Grading and Paving
- Heavy Projects
- Infrastructure Projects
- Landscape and Irrigation
- Port Projects
- Roads and Bridges
- Underground Utilities



Griffith Company: Who We Hire

Summer Interns

- Program Duration: 2-3 months - *falls within May – September depending on college campus*
- Locations: Bakersfield; Brea; Santa Fe Springs
- Learning Activities & Resources
 - Company Orientation
 - Job Site Visits
 - Construction Lab Visits
 - Training Sessions
 - Informational Interviews
 - Mentors
- Other Benefits
 - Engagement in real work (office and field), and lots of learning
 - Access to project/division managers
 - Opportunities to network
 - Supportive supervisors/co-workers
 - Fun



Griffith Company: Who We Hire

Summer Interns

Port of Long Beach
Job Site Visit



Thompson Pipe
Group Tour



Devil's Gate Dam
Job Site Visit

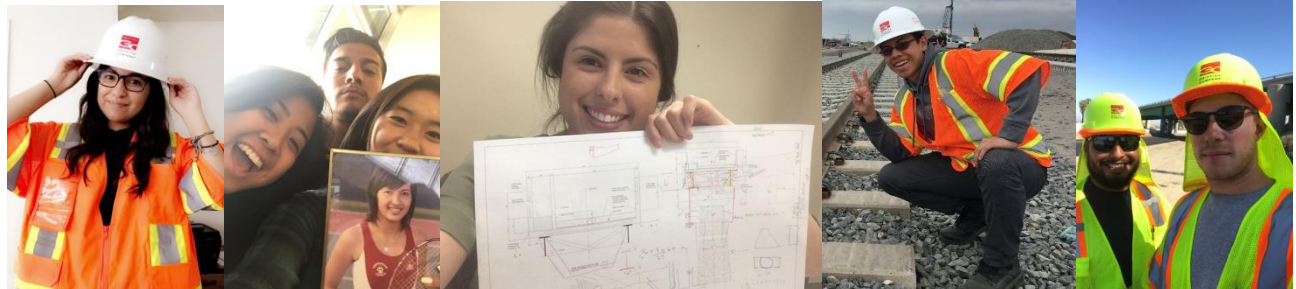


Griffith Training
Immersion Experience

1-On-1 Sessions With Jaimie
Angus (Griffith President)

Presentations To Griffith
Management Team

Summer Intern Snapshot Competition



Crafting Your Own Summer Internship Experience

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Crafting Your Own Summer Internship Experience

The Goals Of This Session

To inspire students to own their career development during the summer.

To share best practices and ideas on how to design a resume worthy self-driven summer internship experience.

Crafting Your Own Summer Internship Experience

Checking In With You

How are you coping with the ramifications of COVID-19 and the George Floyd tragedy?

What challenges have you faced in securing a summer internship?

Crafting Your Own Summer Internship Experience

Good News!

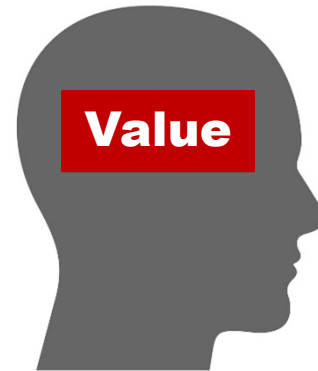
Employers have lower expectations of candidates obtaining internships this summer in light of the COVID-19 ramifications.

You can breathe a little easier and just plan to make the most of your summer.

Crafting Your Own Summer Internship Experience

Make A Mental Shift

VICTIM TO VALUE CONTRIBUTOR



*Don't focus on what you are lacking –
focus on how you can add value.*

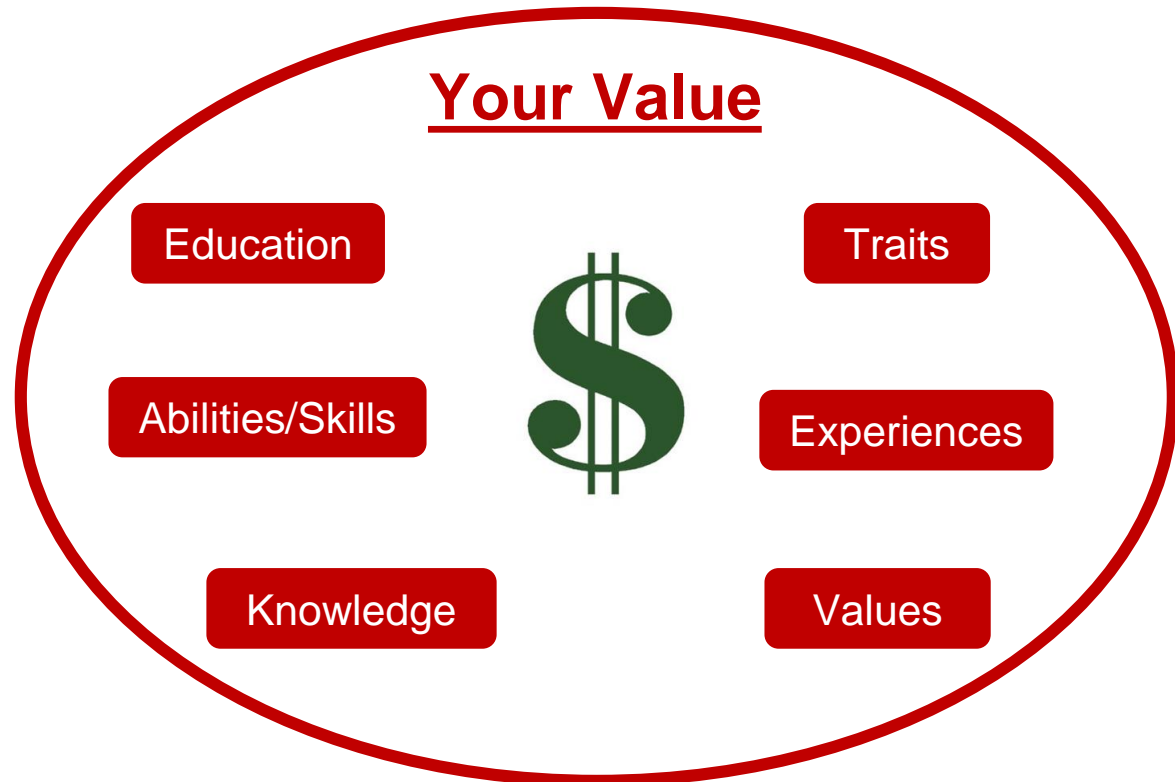
Crafting Your Own Summer Internship Experience

Learn Your Value To Others



Crafting Your Own Summer Internship Experience

How You Can Add Value



A Self-Driven Summer Internship

Essential Elements

Goals/Objectives

- What is your desired outcome?
 - Learning, networking, resume builder?
- What is your plan?

Industry Learning

- Research
- Informational interviews

Work That Adds Value To Others

- Sharing industry trends and best practices
- Research/Projects/Assignments
- Micro-Internships



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Intern**

A Self-Driven Summer Internship

Essential Elements

Skills Building

- Communication (verbal; written)
- Research
- Listening
- Critical thinking
- Presentation

Networking

- Building your bench of industry contacts.

Applicability To Your Field Of Study

- In alignment with your major.

**Self-Made
Intern**



A Self-Driven Summer Internship

Research, Research & Research

Industry

- Industry publications
- Trade associations
- Webinars/webcasts

Companies Of Interest

- Website
- Social media updates (e.g. LinkedIn; Twitter; Instagram)
- Glassdoor
- Employees – *informational interviews*



Your body of research can increase your learning, direct your career focus, add value to industry contacts and strengthen your credibility as a potential employee.

A Self-Driven Summer Internship

Informational Interviewing

Talk to people who
are doing what you
want to do.

Talk to people who
are working where
you want to work.

How You Benefit

Insight Into Career Fields

Insight Into Companies

Potential Industry Contacts

Potential Internships/Jobs

A Self-Driven Summer Internship

Informational Interviewing

Getting Started: Reaching Out

- Obtain potential contacts from people you already know.
- Reach out to potential contacts via LinkedIn (see pitch in later slide).

Scheduling The Informational Interview

- Propose and plan on a 30 minute interview unless your interviewee wants to allow for more time.
- Learn what date/time works best for your interviewee.
- Learn your interviewee's preferred method for the interview – phone, videoconference, etc.



A Self-Driven Summer Internship

Informational Interviewing

Preparing For The Informational Interview

- Share your resume with your interviewee.
- Research your interviewee (e.g. LinkedIn profile; his/her company).
- Prepare your questions (sample questions in later slide).
- Confirm your interview at least 24 hours in advance.



A Self-Driven Summer Internship

Informational Interviewing

During The Informational Interview

- Be on time for your interview.
- Actively listen to your interviewee and take good notes.
- Ask the interviewee if he/she can introduce you to other contacts that you can have an informational talk with.
- Ask the interviewee if you can help them in any way – *research, special assignments, etc.*
- Stick to the agreed interview time unless the interviewee grants you additional time.

Following The Informational Interview

- Send a thank you email no more than 24 hours after the informational interview.
- Stay in touch with your interviewee. Perhaps there will be an opportunity for a follow up conversation.

A Self-Driven Summer Internship

Informational Interviewing

Sample Outreach Message

Hi _____.

I am a sophomore Civil Engineering student at Cal State Long Beach. I am pursuing a career in construction management and would like to learn more about your career and your company. Are you open to having a 30 minute phone conversation? If so, please share your availability to talk within the next week or two.

Thank you for your consideration.

Sil Vu Engineer

A Self-Driven Summer Internship

Informational Interviewing

Sample Questions

- What are your job duties/responsibilities?
- How did you get into your job role?
- Why did you choose a career in construction?
- What do you like most about your job?
- What skills or traits are necessary for your job success?
- Can you describe your company culture?
- What are your company's current priorities?
- What training is needed for your job role?
- How did your college experience prepare you for your career path?
- What key challenges are facing your company or industry?



A Self-Driven Summer Internship

Informational Interviewing

Sample Questions (continued)

- What training opportunities does your company offer to your Project Engineers?
- How has the COVID-19 pandemic affected your company/industry?
- What advice do you have for me as I pursue a career in civil engineering?
- Do you know of anyone else that would be helpful for me to talk to learn more about your company/industry?



Notes

- You can come up with additional questions based on your research.
- Make sure your questions are thoughtful and genuine.



A Self-Driven Summer Internship

Networking

Networking & Informational Interviewing

- If you are frequently conducting informational interviews over the summer your network of industry contacts will expand significantly.

Networking & LinkedIn

- Actively networking on LinkedIn will help you to generate contacts that you can do informational interviews with.



A Self-Driven Summer Internship

Networking

Developing Your LinkedIn Profile

- Headline
- Photo (suitable for a professional site)
- Education (e.g. major; minor; degree)
- Coursework
- Projects
- Volunteer Experience and Causes
- Honors and Awards
- Skills and Expertise
- Organizations/Associations
- Recommendations (from your contacts)
- Key Words (e.g. industry specific)



Ron Roberts Jr. 



A Self-Driven Summer Internship

Networking

Networking Effectively On LinkedIn

- Research before reaching out.
- Personalize your outreach messages.
- Be authentic.
- Request informational interviews.
- Always say thank you.
- Give more than you take.
- Join LinkedIn Groups.



LinkedIn

How to Network on LinkedIn

Get connected and get your career going.



1

100% complete =
40x more opportunities.

Building connections starts with
sending out your first message.

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Projects/Assignments

Project Ideas

- Research, information gathering
- Analytics/statistics reporting
- Social media – marketing/content ideas
- Website – marketing/content ideas
- Videoconferencing – implementation support
- Process improvement – ideas, data gathering
- Support with meetings – agenda/report preparation
- Company newsletters – helping to compile content



A Self-Driven Summer Internship

Projects/Assignments

Considering/Planning

- Research to assess project opportunity potential for companies of interest.
 - Industry/company news.
 - Feedback gathered from informational interviews.
- Consult with professors.
 - Learn employers that might need project help.
 - Project ideas to pitch to employers
- Ask industry contacts/employers/trade associations if there are special projects you can assist with.

Pitching Your Project Interest (in writing)

- Inform the employer/industry contact of why you want to do 1 or more projects for them.
- Share how you can best contribute to projects.

A Self-Driven Summer Internship

Micro-internships

What Is A Micro-internship?

- A short-term paid assignment – usually just for a few hours of work.



PARKER
DEWEY

Considering A Micro-internship?

- Google to see if there are already and micro-internship opportunities available.
- Do research to assess potential company needs for a micro-intern – *industry/company news, info. interviews.*

Pitching Your Micro-internship

- Inform the employer/industry contact of why you want to perform the assignment for them.
- Share how you can potentially add value.
- Propose deliverables – data, reports, presentations, etc.

A Self-Driven Summer Internship

Document Your Experience

Informational Interviews

- How many did you conduct and what did you learn?

Projects/Assignments

- How many did you take on and what did you do?

Networking

- How many contacts did you add to your network?

Accomplishments

- What were your key achievements?

Learning

- What were your biggest takeaways?

Documenting your experience will help you track your learning and accomplishments and will make it easier to convey value on your resume and in interviews.

A Self-Driven Summer Internship

Summary

If you plan and actively manage your self-driven summer internship, you will:

- ✓ Sharpen your career focus.
- ✓ Enhance your industry learning.
- ✓ Boost your network of industry contacts.
- ✓ Hone relevant skills.
- ✓ Add to your list of accomplishments.
- ✓ Have highly relevant and highly credible content to add to your resume and to share during an interview.

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Parting Challenge

Better Our World Your Way

Use your value

(e.g. abilities, knowledge, experiences, personality)

**to make a difference
in your own way!**

***“Do what you can, with what you have,
where you are.” Theodore Roosevelt***

Questions



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Griffith Company

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