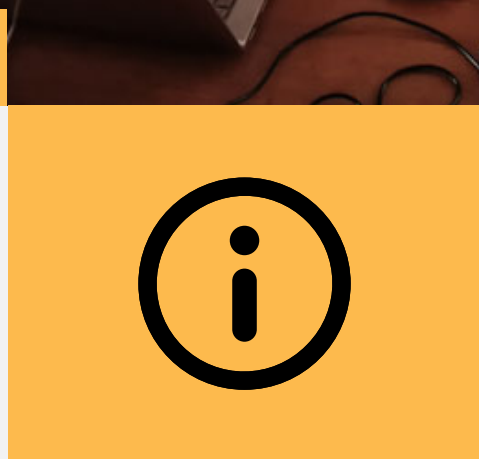
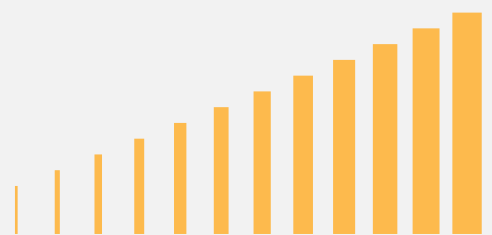


Your Internship Cheat Sheet



Why did we prepare this cheat sheet for you?

We've met hundreds like you - people at the very beginning of their IT careers. All of them had questions to ask - and you probably do, too. Therefore we compiled all of our answers, thus synthesizing the info from the numerous internship programmes we've run through the years.

Use this Cheat Sheet to your advantage.
And remember - your success depends on you!

When do I start?

Before rushing head-first, try answering these questions:

Do I have the knowledge and skills that could interest an employer?

Would I be able to combine work and study at the Uni?

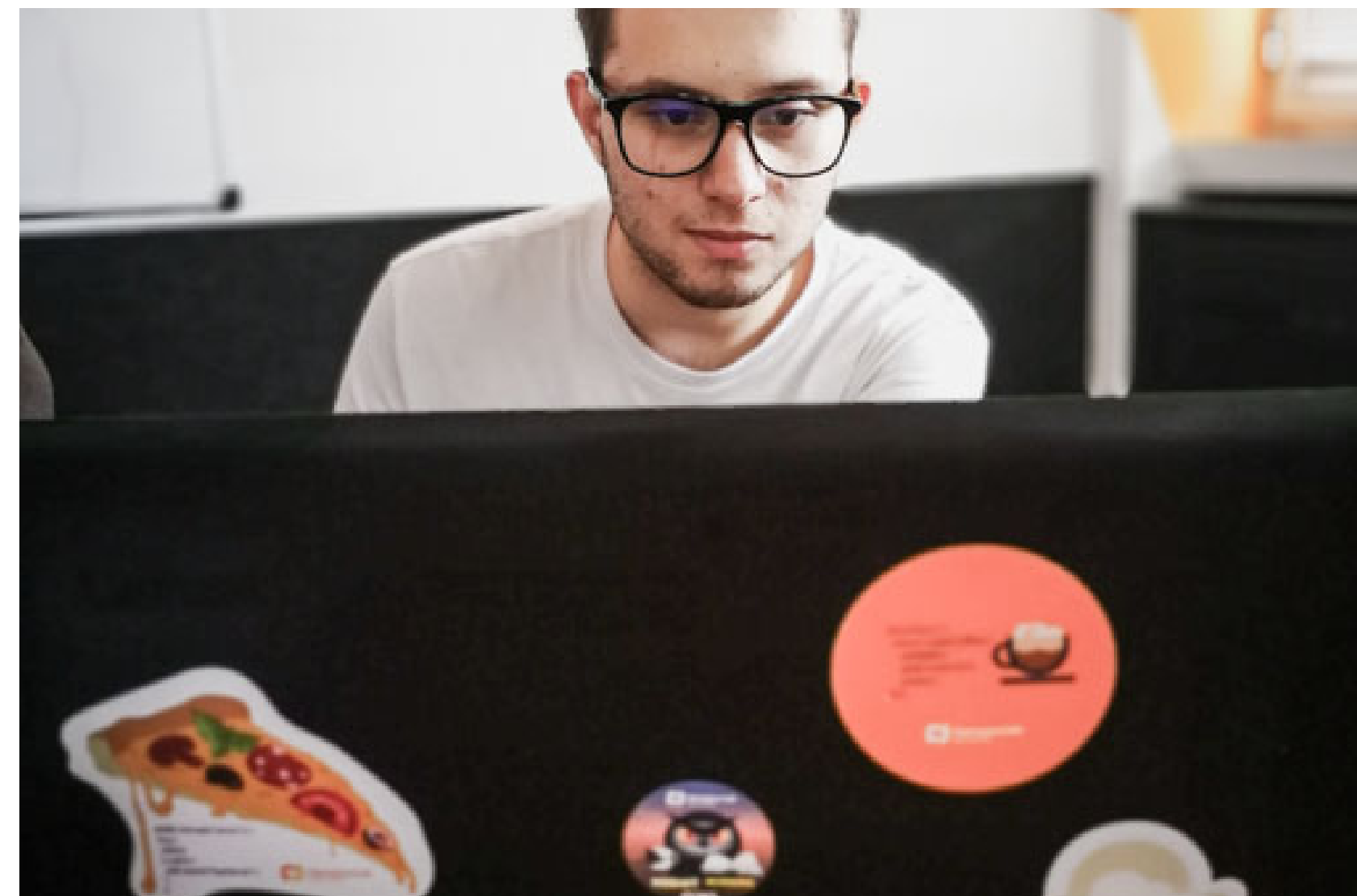
If you answer both with a confident "Yes!", then it's time for your internship. Check out when your university hosts its annual Career Days - you might meet your future employer there.

Don't forget to go through some company sites, search on social media, ask your friends for suggestions and contact your university's Career Center.

What's an internship?

An internship is one of the ways to kick-start your career. It's also a quick and easy way to check you're on the right track careerwise. Plus, you will gain knowledge and experience through practice and problem-solving. An internship could go hand in hand with your University studies. And that's just how internships work here, at Nemetschek Bulgaria.

It's a flexible option to study, take your exams, experience real work environment and allow all new knowledge sink in. It's a period in which your employer can get to know you and vice-versa.



How to get ready for my internship?

Stick to the basics

Concentrate on what you learned at the university. Most employers are well aware what's taught there and expect you to display certain skills and knowledge. And if you think what you know is insufficient, expand it with additional online materials and courses.

Show them what you got

Apply for extracurricular tasks and projects, try to complete something - from start to finish. Then use the experience you gained to apply for an internship. Employers value self-starters highly.

Ask yourself

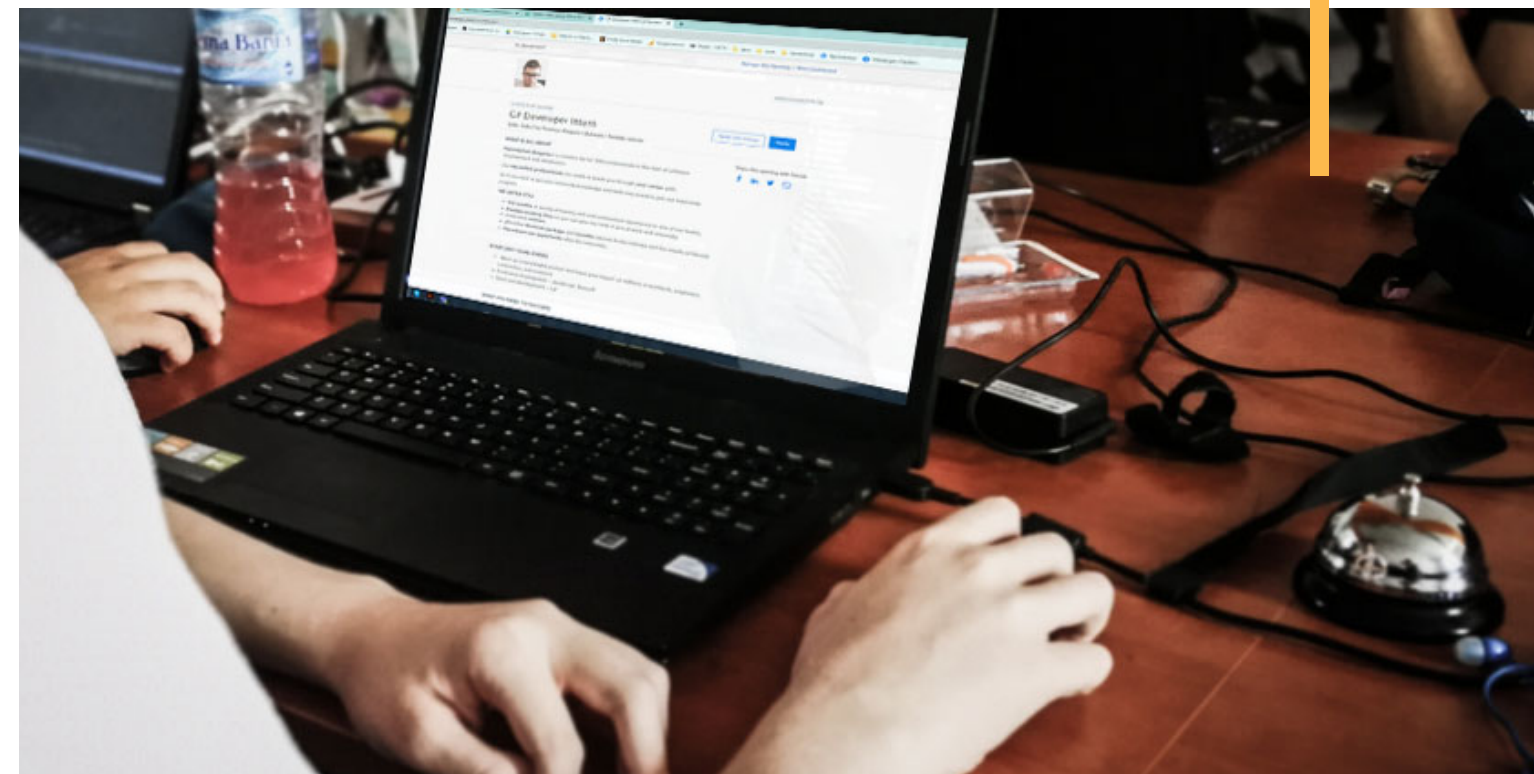
What do I want to become in life?
A programmer, a tester, system engineer, designer or some other IT professional?
What do these jobs entail? Which project and which business am I most interested in - finance, architecture, gaming or other?

What should I include in my CV?

What is there to include in a CV without a previous work experience? Quite a lot, actually. Recognize all transferable skills, knowledge, academic and extra academic experience and highlight them in your CV. Don't forget to list any additional courses (e.g. programming, testing or any relevant technology) you have completed. Include info on the apps you have developed, University projects and anything you can show (github, Bitbucket u gp.). All of these will make you stand out during an internship interview.

Show who you are

What do you enjoy doing, what are you most interested in, what do you stand for? The answers to these questions are crucial - your potential employer is looking for the kind of people that would nicely fit both the company and its culture. Share what motivates you to do the kind of job you're applying for - show some genuine enthusiasm!



Assess yourself

Don't be too timid - the whole idea is to get noticed. Don't be too pompous either - a well prepared interviewer would easily see past the façade.

How to get ready for the interview?

Get to know the employer beforehand - browse through the official site and the social media profiles, ask friends and acquaintances if they can share some information. You know - just like on a first date ;)

Think of what questions to ask - ask for details about the job you'll have to do. Better not inquire about things listed in the internship ad, unless something needs clearing out.

Remember what you've learned - make sure you understand all internship requirements. Get ready to answer technical questions but theoretical ones as well - it's crucial to show you know the meaning behind the concepts and principles.



How to be a good intern?

Make the most of every opportunity to learn - from work experience and from your colleagues. Understand the team processes and traditions and adhere to them. Get an accurate feel for the company's values and vibe and make them your own.

Don't be afraid to ask questions. But at the same time try working independently. Share your ideas and actively participate in the work process.

Don't forget that the whole idea is for the internship to be useful both for the employer and for you. Make sure to finish the tasks you committed to! And if you feel you won't be ready on time, communicate that ASAP. That's just a part of the work process.



How to find out if that's the right workplace for me?

Your internship is close to its end. You're about to talk to your employer and decide how and if your cooperation will continue. The employer had a few months to decide whether he wants you in his team. But you face the same question - do you really see yourself as a long-term employee of the company?

In order to answer this question, think on the following:

- What do you wish to achieve - as professional development, work conditions, living standard, social environment?
- How many of these are offered by the employer?
- What can you contribute - knowledge, personal skills, presentation, experience?
- Does the employer need what you have to offer?
- Weigh the positive and negative sides of your job position - that's the way to decide whether to continue working for this company.
- Communicate openly and clearly your motives and the reasons behind them - that's the way to build a strong trust-based relationships at work. This is important, even if you don't continue working for the same employer.



Your interview at Nemetschek Bulgaria

On that interview you will meet your future mentor and/or team members. He/she will present to you the particular project and team you could eventually join. You will also be given info about the technologies used. The interview will feature very specific technical and theoretical questions, as well as more general questions.

Be ready to answer "Tell me about yourself"

What you're studying at your University, how do you plan to combine work and study, what was the most important project you've worked on, what are your expectations from the internship.

Remember what you were taught

Like what's OOP, what are data structures, what database is.

What else we find important

We're very much interested in your personal motivation to do what you apply for. Also - how good your command of English is. All of us use the language on a daily basis, so it's a must.

Last but not least

We'd like you to share how you like to spend your free time and what your hobbies are. This is important because we'd like to see if the applicant can easily become an integral part of our team.

There are no "right" and "wrong" answers to these questions. But they help us understand the kind of person you are. And be patient - it often takes a week or two before you receive a definite answer when or if your internship starts.



Learn more about Nemetschek Bulgaria's Internship Program and see all open intern positions

