Northwestern Externship Program (NEXT)
Northwestern Alumni Association & Northwestern Career Advancement
Definition and Expectations

• What is an Externship?
  – **NEXT** is a one-day externship/job shadowing program that offers undergraduate students the opportunity to accompany alumni at their place of employment in order to learn about a specific field.

• How long is an Externship?
  – Typically one day in length, though can be negotiated between you and your Alumni Host.

• What can I expect from an Externship?
  – To gain experience and knowledge through observing and speaking with the host employer in their work environment.
Who Can Participate in NEXT?

• Any Northwestern student in a degree granting Program
  – All undergraduate and graduate students
  – School of Continuing Professional Students in degree-granting programs (e.g. B.S., B.A., BGS)*

*NEXT is not open to students in School of Professional Studies certificate programs or students-at-large
By Participating You Are Networking!

• Networking is one of the Most Effective Ways to find/secure employment!
• Networking is establishing professional or personal connections with others
  – To develop a mutual support system
  – To tap into a hidden employment market
  – To interact with people in your target field
  – To explore career options
  – To market yourself to potential employers
Potential Outcomes of NEXT

By Participating in NEXT you will be able to….

• List the typical duties associated with the field
• Describe the skills/qualities needed to be successful in the job
• Articulate the advantages and disadvantages of pursuing a career in the industry you learned about
• Gain a mentor in your chosen field
• Understand the company culture
• Establish inroads into a company
• Receive advice from alumni about how to apply for internships or jobs within your chosen field
Examples of Past Externships

- Observe surgery with an Orthopedic Surgeon
- See how litigation is done at a large law firm in New York City
- Shadow a VP for Celebrity Services at Leo Burnett
- Follow the President of Finance at GE Capital
- Discover how advertising campaigns are created at Google
- Observe how laws and policies are made with a State Senator in Minneapolis
- Learn how news segments are produced with a Producer for NBC News
Application Process

- **Apply January 20\(^{th}\) - February 7\(^{th}\) through NAA website [http://alumni.northwestern.edu/next]**
- Students can apply for up to 8 externships
- Application Includes:
  - Demographic Information
  - Resume
  - Interest Statements for Each Externship

- **February 8:** Alumni begin viewing applications and rank them based on who they feel will be the best fit.
- **February 22:** System matches students and alumni
- **February 25:** Students/Alumni can log into the system and find out their alumni match
- **March 21-April 22:** Externships take place*

*may be arranged on different dates depending on alumni*
Online Application

- After clicking on the registration link on alumni.northwestern.edu/next you’ll see →

You must use your u.northwestern.edu EMAIL ONLY!
Click “Register for this event”
Online Application

Tips:

- Filter Results to find specific companies, locations or industries

- Click on “I am interested” to complete the short essay & submit resume
Available Opportunities

Instructions:
1. Enter a personal statement.
2. Click browse to choose your resume.
3. Click Submit.

*1. Why would you benefit most from this opportunity? Remember that your potential NEXT Host will make a choice based on your answer to this question. Essays will NOT be edited to correct spelling or grammar errors.

You have 1500 characters remaining for this field...

*2. Rate your interest in this opportunity.

Please Choose One

*3. Please upload your resume.
Please remove your name and all contact information from your resume prior to uploading.

Browse... No file selected.

Submit
After selecting up to 8 externships to apply to please click “Continue” to Complete your Registration

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1. What is your gender?
   - Male

2. What is your class and year? Ex: WCAS07, MCC07, SESP08, C06

Please read the following statements carefully. You MUST understand and AGREE to all of the conditions below in order to be considered for a NEXT position. Failure to fulfill the obligations detailed below may result in permanent exclusion from Northwestern Externship programs in the future.

1. I have reviewed the externship(s) carefully for which I am applying, and I understand that by applying for NEXT I am agreeing to complete the externship for which I am matched.
   - I Agree

2. I understand that, if chosen for a NEXT externship position, it is my responsibility to reach out to my assigned host to arrange a date for the externship to take place.
   - I Agree

3. I agree to be in the location of the NEXT externship opportunity on the day agreed upon between myself and my NEXT alumni host.
   - I Agree
Alumni Matching

• Log back into the system and view your alumni match

• You are responsible for contacting your match and making arrangements

Your NEXT Match

| Name:       | Poeschl, Jan |
| Company:    | Pacific Foods |
| Address:    | 19480 SW 97th Avenue |
|             | Tualatin, OR. 97062 |
| Phone:      | 503-250-3915 |
| Email:      | jan_poeschl@live.com |
Maximize Your Chances of Getting Matched

• Getting matched is not guaranteed; the more externships to which you apply, the better your chance of being matched

• Consider details about the externship to make sure it’s right for you e.g. location (Do you have the funds to get/stay there?)

• You can apply to and rank up to 8 externships, but will only be able to participate in 1 (if matched)

• Apply to a variety of companies

• Do your homework on the company and industry

• Customize your short essay: what attracts you to the company, what do you hope to gain from NEXT?

By applying to NEXT you are agreeing to participate if matched with an alumni host
What Your Day Might Look Like

The following is a sample agenda, taken from an actual extern’s schedule:

9am – 10am: Meet with host
10am – 12pm: Accompany host to business update meeting; Get a general overview of the company
12pm – 1pm: Lunch with host and some of host’s colleagues
1pm – 4:30pm: Three consecutive meetings with host’s colleagues in various divisions of the company
4:30pm – 5pm: Open – extern had the option to meet with someone in HR or to re-connect with host and ask any follow up questions.
NEXT Training Sessions

March 8, 9, & 10, 2016
4:00-5:00 pm, Norris

Learn how to make your externship successful! You will learn to:

- Effectively prepare for your externship
- Use online resources to research career paths and/or organizations
- Formulate good questions to ask your alumni host during your externship
Past Extern Photos
Questions? Please contact us:

next.student@northwestern.edu

There is no future obligation of any kind, by either the alumni host, or the student.