**Executive Internship and VPS Midterm Exam Study Guide (for On and Off Campus Interns/Co-op)**

**\*ALL on-campus and off-campus interns are required to take the midterm**

**\*Midterms will be taken in the new addition section of the cafeteria during your internship period**

**\*If you have multiple periods of internship, you only need to come to one exam period session to take the exam (you can select which period you would like)**

**\*A portion of your midterm will also count as your Supervisor evaluation form and Proof of Work documentation (if you intern off campus) for the month of December! So, no need to turn in paystubs/timesheets or supervisor evaluation forms for December**

**\*Midterms count as 10% of your total grade for semester 1**

For your exam, you should know:

What a resume is.

How long a resume should be.

What information belongs on a resume, and what information does not belong on a resume.

What references are.

What types of questions are asked during a job interview.

What information you should and should not share during a job interview.

What you should and should not do during a job interview.

What qualities an employer looks for when hiring a new employee.