

## PLACEMENT MEETING OVERVIEW

Each participant will have an individual placement meeting with a member of the Placement Team. These meetings will take place on-campus or via telephone, depending on how your program is structured. Your placement meeting will last anywhere from 15-30 minutes based on your questions and preparation.

### *On-campus Placement Meetings*

It is especially important that you read all pre-departure materials thoroughly before the pre-departure meeting as this will answer many questions you may have about your program, and specifically, your internship. Please be sure to compile a list of questions and make sure they are answered during the meeting with the EUSA team.

### *Telephone Placement Meetings*

For telephone placement meetings, you can expect the Placement Team member to go over the details of your program and provide you with information about what to expect and how to plan for your time in Europe. Please be sure to compile a list of questions and make sure they are answered during the meeting with the EUSA team. It is especially important that you read your pre-departure materials thoroughly *before* your placement meeting as this will answer many questions you may have about your program, and specifically, your internship.

## HELPFUL TIPS

To help prepare you for your individual placement meeting with the Placement Team, here are some helpful tips:

- **Resume** – We will work on this together if anything needs to be changed to suit the European market. For on-campus placement meetings, bring a copy with you to the interview. For telephone meetings, make sure that you've emailed a copy of the resume to the appropriate site contact.
- **RESEARCH your destination** - Help us to help you by being prepared and having thought about options that may be specific to your city.
- **Give your placement some thought:**
  - What are your goals?
  - What kind of experience are you hoping to gain from your placement?
  - What are your priorities for the placement?
  - Do you require a lot of supervision or do you prefer to work independently?
  - Do you want to be given a specific project or do you enjoy being involved in a variety of tasks?
  - What size office would you like? (Remember: bigger does not always equal better, more opportunities are usually available to students at smaller organizations)
  - What are your strengths? Weaknesses? How can we use these to your advantage when looking for a placement for you?



- Where do you hope to be one year from now? Five years?
- What experience do you have and is it relevant to the kind of placements you have in mind? Practical experience is required in some of the placements.
- **Have an open mind and be flexible** – We may be able to find a placement for you in a field you hadn't thought about before -- and that will still provide excellent learning and professional opportunities.
- **Trust EUSA's expertise** – Remember that we have been placing students in Europe for over twenty years and have experience and expertise that can help you through the process.
- **Articulate your thoughts** – It is fine to be open to a variety of placements or to still have some uncertainties about the type of placement you want. However, you must be able to articulate the types of skills you'd like to develop or environment in which you would like to work. The placement meeting can only work with your active contributions.
- **Be realistic** about what can be achieved over the duration of your placement.
- **Know your priorities** – We ask you to prioritize your criteria so that we can make the best match. For instance, if you request a placement in a large criminal law firm, we may ask you if it is more important to work in a larger firm, which may provide more interaction and variety, but is not specialised in criminal law, or to work in a criminal practice, no matter what the size. Sometimes, EUSA may not work with the kind of organization you want, or they may not be in a position to accept an intern during the program dates.
- **Think and prepare** – Most importantly, spend some quality time thinking about your priorities and goals. We can ALWAYS tell when students have not prepared for these placement meetings and it is a disservice to yourself and your experience NOT to come prepared.

### **What happens after the placement meeting?**

You will receive a provisional placement via email containing a placement description\*, sponsor website and previous student's evaluations, when available, to prepare you for your on-site interview.

This match is based on EUSA's assessment of the your skills, interests and professional goals, as well as our knowledge of sponsor's internship needs and work cycles.

Upon arrival in Europe, an on-site interview will be conducted with your direct supervisor at the placement site. Your provisional placement is *always* contingent upon the success of the onsite interview with the sponsor.

\* Please note: In countries where language assessment is needed, an official placement description cannot always be completed until an in-person interview has taken place.

### **When will I receive this email?**

EUSA guarantees placements for all students, however, the timing of the matching process depends on the individual profile and preferences articulated in your individual placement meeting and your



performance at the onsite interview. You may be notified of your provisional placement within days of your placement meeting, or several weeks after arriving in Europe.

We also stress that you are welcome to contact us at any time for an update - we often have a placement in the works and feel 90% certain it will go through, but do not contact students until we are completely certain. We are always happy to give you a status report.

### **Understanding Your Provisional Placement**

Ideally, you will be able to bring a minimum level of knowledge, even if only theoretical, to your internship. However...remain open-minded about your options in diverse fields. Don't miss out on an opportunity solely on the basis of limited knowledge or experience (e.g. turning down a solid journalism placement because it is with a business publication). The Internship Managers will not suggest roles in which you don't have a reasonable chance of succeeding.

Getting a placement is a two-way transaction, with an emphasis on the firm's willingness to accept you, not the other way around. The key is to answer the company's needs. In some cases one interview will suffice to secure your internship. In other cases, two or more may be required.

The "big name" company may not necessarily give you the type of experience you are looking for. You are working in Europe, not the USA; just because you don't immediately recognize a company does not mean it isn't well known or regarded.

### **What should I expect from my on-site interview?**

Your on-site interview takes place with the employer once you have arrived in the host country. This is a formal interview where you will be asked questions and given the opportunity to ask your own questions about the position. It is also an opportunity for you to see the office, meet your potential co-workers, and make sure that you feel comfortable with the organization. You will want to prepare for this as you would an interview in the United States and EUSA will provide you with information in your pre-departure handbook on how to do so.

### **Preparation for a Successful Placement**

There are several practical ways in which you can prepare for your placement. The best way of ensuring a successful position is to adopt a positive attitude. If you are open-minded, willing to listen to advice, and are enthusiastic, then you'll certainly have a positive and beneficial experience. Please also refer to your pre-departure handbook for more country-specific ways you can prepare.