

Congratulations on your new job!

Online/remote work is a [great way to interface with teams that would otherwise be inaccessible](#), whether due to schedule conflicts, lack of office space, or plain old physical distance. Such a style of work is not just a stopgap for when in-person work is unavailable either. [Some companies](#) are considering allowing remote work for their all employees, and almost all jobs involve, in some way, working with technology and/or developing your own tasks. At the same time, however, many companies that were offering remote options are backpedaling. One of the major reasons cited was the remote environment not providing a conducive space for connections between employees.

Employee social connections are something that [enhances the work experience](#). A sense of belonging is a human need. When we feel like we belong, [we are more likely to](#): persist at a task even when it is difficult, feel good about the work we are doing, and feel safe admitting when we are having difficulty (which makes it more likely that we find the help we need)!

Especially relevant to students, when a co-worker gets to know you as a person, they are more likely to help you if you are confused about a task, share information about their career path that might illuminate what you want to do next, write letters of recommendation, and/or [offer themselves as a person you can contact](#) even after your time at the job is complete.

It is true that, in a virtual work environment, it is not *easy* to get to know your co-workers. But it is not *impossible*.

Want to work with someone through this workbook?	
Meet with a Lesley University Career Coach: <ul style="list-style-type: none">• crcjobs@lesley.edu The Lesley University Career Services office can help you revise your resume to best spotlight what you learned at your internship, how to do informational interviewing and what kinds of professional networks to join, and more.	Don't forget about the resources at the LD/ADD Academic Support Program! <ul style="list-style-type: none">• kjohnso7@lesley.edu• hartnett@lesley.edu• sonam.shankar@lesley.edu Kim, Katy, and Sonam are happy to help you think about ways to help you make the most of your virtual work experience.

Five Tips To Help You Maximize Your Virtual Work Experience

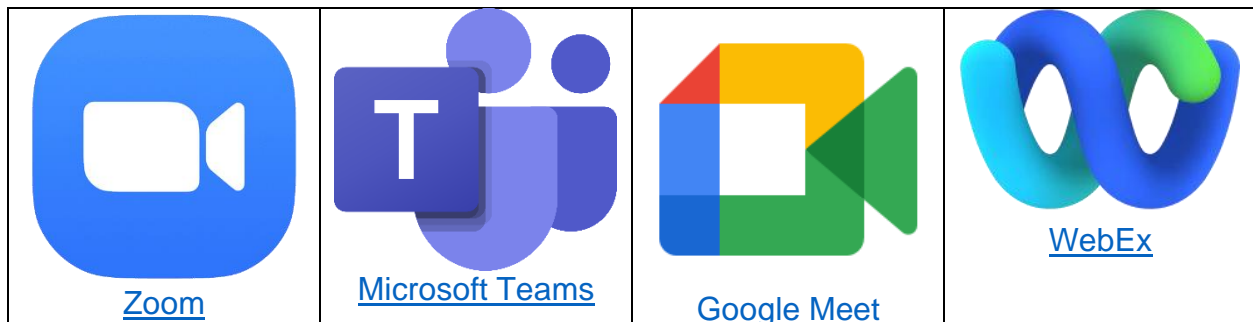
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1) Attending virtual meetings

Zoom (or your preferred video-conferencing software) fatigue is real, so it may seem counter-intuitive to ask to be in more of them. But such a meeting may be the only place where you can see all of your co-workers in one place!

What “place” does your company use? It depends. Here are some of the most common video-conferencing software.



You do not need to attend every virtual meeting at your company. In fact, you may not be allowed to attend some, if sensitive information will be discussed during the meeting. But your company should have some virtual meetings, like weekly check-ins, that you should be allowed to participate in.

Ask your supervisor what meetings you can attend, whether they are company-wide, department-based, or optional professional development. Even if they do not know the answer immediately, the question will leave a good impression on them: You are someone who wants to learn from their community!

(Pro Tip: In Zoom meetings, turn on gallery view, so you can see as many people as possible. Turn on your camera, if possible, so people can recognize you. You aren't the only one who may want some more connections at work!) Watch this video from Zoom about how to turn on gallery view, turn off seeing yourself, and more.



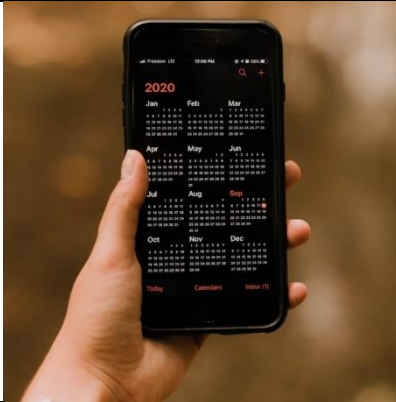
Tutorials on how to do similar techniques and how to use other useful features of the four aforementioned video-conferencing software are linked at the end of of this document.

When Is A Virtual Meeting That You Can Attend?

Day and Time	
Recurring?	
Subject	
Format (i.e: software used)	

Virtual Meeting Reminders Checklist: (Might be good to put all this info in a 2x1 table)

Reminder	Done?
Set an alarm (phone, virtual calendar, physical planner, or otherwise) for 15 minutes before the virtual meeting, to give yourself enough time to get your computer set up.	



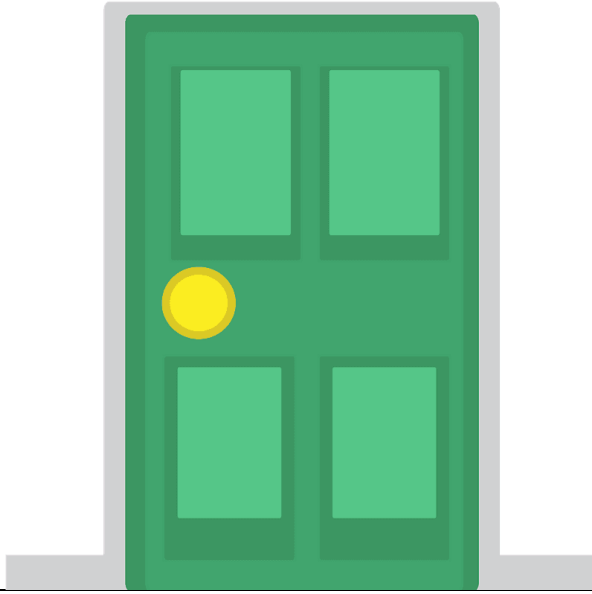
Check your web cam before you join the meeting.

- Is there something blocking it?
- Are you shrouded in darkness like you are a vampire?

There is no point in turning on your camera if your co-workers cannot see you!



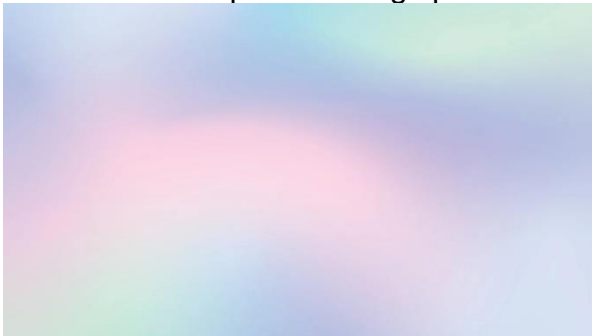
If possible, sit in a room where you can close the door.



If you are in a bedroom or messy area, if your computer can handle it, blur your background or use a virtual background. You can try a [Lesley University virtual background](#) or another virtual background.

“Appropriate” virtual backgrounds include:

- a solid color or soft gradient,
- a piece of realistic or semi-realistic art,
- or a background evoking a library or other quiet working space.

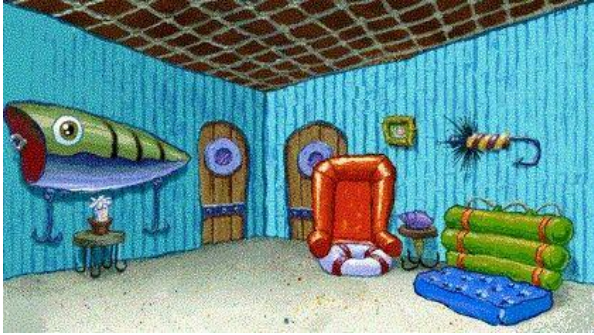


Yes: color gradient.

“Inappropriate” virtual backgrounds include:

- Images with people in the background—at a glance, it can look like random people are listening in!

- Backgrounds that are references to fictional characters or locations. (Leave those for calls with friends.)



No: Spongebob's pineapple.

Check if you have enough battery life. (Video calls can burn through it quickly!) If not, plug in your device.



Turn off your cell phone to minimize distractions (unless you are using it for the virtual meeting).



**Please
Turn off Your
Mobile Phones**

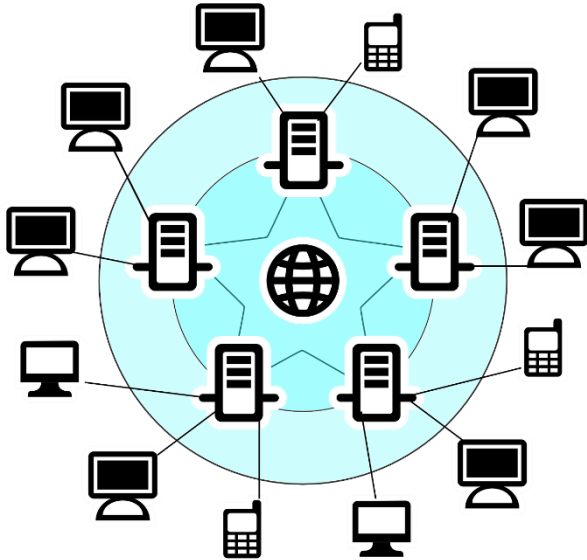
Tell those who live with you not to interrupt you during the interview and if possible, to generally keep the noise level low.



Do not forget to hang a sign on your door as a reminder and/or send a group message about your meeting before you enter it. People forget!



If several people might be using the internet simultaneously in your home, ask if they might be able to minimize their use to decrease the chances of bandwidth issues.



If that is not possible, use the video conferencing software's chat once you are in the meeting to say that while you want to be on video, that is not possible for you right now because of Internet issues. Emphasize that you are listening and chose to come regardless!



Example "When Is A Virtual Meeting That You Can Attend?"

Day and Time

Friday, March 3rd 3:00 PM to 4:00 PM

Recurring?

No.

Subject

Webinar about how to write image descriptions.

Format

Zoom. Password is: IMAGE.

Virtual Meeting Notes Template**Explanation of what I do in the workplace (can be helpful to refer to job description).**

Do not get defensive if there are team members who do not know you. (You probably don't know everyone either!)

What was covered in the meeting?**Is there anything I can do related to the subject of the meeting?****Is there someone I want to talk to about the subject of the meeting?****Example Virtual Meeting Notes Template****Explanation of what I do in the workplace (can be helpful to refer to job description).**

Do not get defensive if there are team members who do not know you. (You probably don't know everyone either!)

I create social media posts for the company. They wanted someone who had experience with video-based social media content, like TikTok.

What was covered in the meeting?

The importance of not leaving out telling blind and low-vision users about the facial expressions in photos was emphasized.

Is there anything I can do related to the subject of the meeting?

I was already asked to make a post about the company’s founder. I can add an image description of my drafted post to send to my supervisor.

Is there someone I want to talk to about the subject of the meeting?

I heard that Dora has a daughter with low vision at the meeting. I want to talk to her about screen readers. Screen readers were mentioned briefly in the presentation as something a lot of people with low vision use everyday, but I don’t know anything about them.

2) Check out your co-workers on LinkedIn.

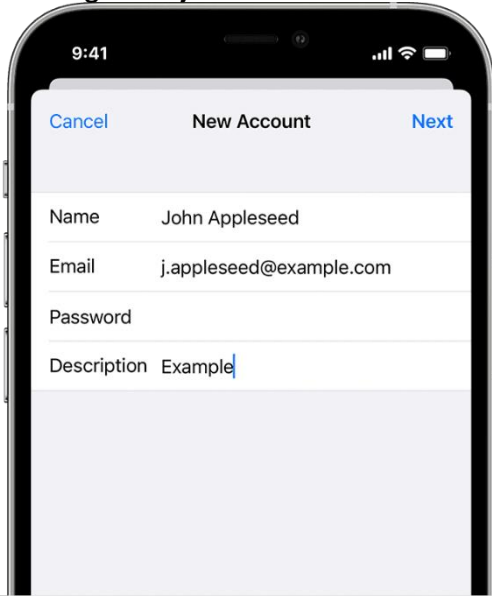
LinkedIn is a social media platform about work. Many workers, especially young workers, have LinkedIn pages. Even if they do not post (frequently or at all), these LinkedIn pages often feature parts of their resume. Asking about an experience listed on a publicly-viewable LinkedIn page can help kickstart a conversation, and it shows that you are interested in your co-worker beyond what they currently do in relation to you.

How To Create a LinkedIn Profile: Checklist

You aren’t the only one using LinkedIn to learn about who you’re working with. Your co-workers are doing the same! To help make sure they get a good digital first impression, create your LinkedIn profile with these traits:

Profile Element	Done?
<p>Use an email address you will always have access to.</p> <p>Your Lesley email address is your one-stop shop for information when you are a student, but, when you graduate, you will need to request an alumni email address from the Alumni Relations Office.</p> <p>To ensure you don’t lose access to your LinkedIn account, create it using an email address you will always have access to.</p>	

Using a personal email is good, but what's *better* is creating an email specifically for your professional pursuits, from networking on LinkedIn to applying for jobs, to ensure that opportunities don't slip through the junk mail cracks.



Use your first and last name.

This one may seem obvious, but while you may be the only person with your first name in your class, or maybe even at Lesley, you are not the only person with your first name *in the world*.



(And even if you happen to have a globally-unique name now, people are always being born!)

Use a professional photo as the profile picture.

What is a “professional photo”? A professional photo is a crisp, clear photo of your upper body with a white or transparent background.

It is not a casual selfie. It is meant to be an encapsulation of how professional you can look, so clear skin, business top, and no silly hats!



[Here](#) is more information about what a professional photo is. While you can try to take one yourself, it is recommended to leave it to, well, the professionals. Lesley offers opportunities for professional photos/professional headshots to be taken periodically, especially for graduating students.

While you wait a professionally-taken professional photo, you can use the photo you used for your Lesley ID. If you no longer have access to that file, try to re-create that photo.



Plug Lesley University.



You are attending this college. Let the world know it!

Other than showing Lynx pride, this also signals alums and other students. Even before you graduate, adding your Education section will help you meet people who have Lynx pride in common with you!

(Psst! These people could be candidates for [informational interviews!](#))



Include examples of your work.

“But wait!” you might be saying. “This is my first job. I don’t have examples of my work to show off!”

This is not true! Every project for every one of your Lesley classes is an example of your work that you can share. Moving outside Lesley, here are some more examples of work you can share:

- Photos of your photography being exhibited at your local community center

- Videos of you reading your poetry at an event
- An online portfolio of your paintings
- A website you built over the summer
- A section you curated at your local library
- High school essays (add a section about your high school while you're at it)



Show off any project you are proud of that shows skills you want to use at future work opportunities, whether those be internships, contract/commission work, or full-time jobs.

List relevant skills.

Just like you, other people have hobbies other than browsing LinkedIn. Recruiters and hiring managers, in particular, are often looking for “key words” when they are looking to fulfill a role, whether they be for specific skills (e.g: developmental testing experience, Excel) or interpersonal abilities (e.g: leadership, team player).



(Pro Tip: When you're applying for a particular job listing, use the words they use to describe yourself in the resume you present to them.)

Request endorsements from people you have worked with.

It's one thing for you to say you're great. It's another level for someone who worked with you to *confirm* that you're great.



If you have worked on a group project, either in class or at work:

1. Ask if they have a LinkedIn account. (If not, refer them to this list of how to make a good LinkedIn account.)
2. Request to connect on LinkedIn and mutually endorse each other on a skill you have worked together with before.

If you want to see an example of a good sample student LinkedIn profile, [here](#) is one provided by LinkedIn themselves! (Note, though, that it, too, isn't perfect. It uses a

picture of their college as the profile picture, rather than a professional photo. Maybe it is a placeholder until they can get professional photos done?)

3)Accountabilibuddies!

Depending on your contract, you may have the option to set your own work hours (as long as you work a certain number of hours). If that is the case, ask your co-workers if anyone is willing to work (at least some of) the same hours as you.

Why is this useful? Here are some reasons to consider looking for an accountabilibuddy.

- To talk through issues you are encountering with your assigned project
- To have an extra set of eyes to zap errors in written work
- To verbally state goals to complete within a certain period of time to motivate you to not get distracted

As you can see, regardless of your co-worker’s position relative to you, having an accountability buddy (accountabilibuddy) can be a mutually-beneficial arrangement.

How To Ask a Co-Worker To Be an Accountabilibuddy/Study Partner: Four Corners

Remember to hit all four corners of the question.

<p>Who do I want to work with and why? Do they have a skill you don't? Do you share something in common with them? Do you already know that their work schedule aligns with yours?</p>	<p>Send the request from the email you use for work to the email they use for work. This serves two purposes: <ol style="list-style-type: none"> 1. So the recipient knows who in the world you are. 2. So you both know that this is a work-related query. Accountabilibuddies <i>may</i> become friends, but that is not the point of the arrangement. The point of the arrangement is so that you can both do your jobs better.</p>
<p>Highlight the mutual benefit. Everyone wants to do things that help themselves. Some people even want to do things that help themselves and someone else!</p>	<p>Determine how you are meeting, if they accept. If they accept, congratulations! Don't get off the email thread yet, though. Determine: <ul style="list-style-type: none"> • When you are meeting </p>

<p>Focus on how this arrangement helps both them and you. Feel free to explicitly tell them a skill you have and a skill that they have that you admire.</p> <p>If you already know that their work schedule aligns with yours, emphasize that this is not adding a work-related thing outside of their time they already dedicate to their job.</p>	<ul style="list-style-type: none"> • How (e.g: which video call service) you are meeting <p>After the first session, ask if it was useful to them. If they say it was, only <i>then</i> ask if they want to do it on a regular schedule (e.g: weekly, monthly, etc.).</p>
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Example Four Corners of the Question

<p>Who do I want to work with and why? I want to work with Diego because he is a Lesley alum, and I know that he works virtually as well.</p>	<p>Send the request from the email you use for work to the email they use for work. My work email: janedoe@company.com</p> <p>Diego's work email: dramirez@company.com</p>
<p>Highlight the mutual benefit. I can learn from Diego about video editing (he creates video content for the company's social media).</p> <p>Diego has mentioned that he wants to know more about spell-checking tools, and I was recently taught about Grammarly in my English class.</p>	<p>Determine how you are meeting, if they accept. Diego said yes!</p> <p>We are going to meet once a week, from 1 PM to 3 PM on Zoom.</p>

Blank Four Corners of the Question

<p>Who do I want to work with and why?</p>	<p>Send the request from the email you use for work to the email they use for work.</p>
---	--

Highlight the mutual benefit.	Determine how you are meeting, if they accept.

4) Ask to be part of a team project.

Especially if you are having trouble knowing how to fill your time at work, volunteer to join a team project. When doing this, it is important to open with what you might be able to add to the effort. Common roles for college students in team projects include social media advertising and providing information about trends in your age group. However, ESPECIALLY if you don't want to be the "social media person" (which many offices do with their youngest workers out of the assumption, true or not, that young people like and use many forms of social media), highlight your unique skills. Are you spectacular with spreadsheets? Are you great with grammar? Are you immune to stage fright? Through this conversation, you will also learn more about the strengths and growth edges of your co-workers.

Skills Inventory

Your skills are more than just the things you learn in school. To help expand your thinking about what your skills are, here is a skills inventory, adapted from the [National Association of Colleges and Employers Competencies](#).



Critical Thinking Skills

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Interpreting Facts				
Reflecting				
Questioning				
Synthesizing				
Identifying Patterns				
Drawing Conclusions				



Leadership

Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled

Strategic Planning				
Decision-Making				
Persuading				
Managing				
Motivating Others				
Forward-Thinking				



Teamwork

Build collaborative relationships with colleagues and/or customers/users representing diverse identities, backgrounds/histories, and viewpoints.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Adaptability / Flexibility				
Patience				
Empathy / Open-Mindedness				
Resolving Conflict				
Active Listening				
Creating Something Together				



Oral Communication

Articulate thoughts and ideas effectively verbally to those both within your organization and outside it.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Active Listening				
Presenting				
Performing				
Expressing Ideas Succinctly				
Speaking Clearly				
Explaining Reasoning Behind Ideas And/Or Actions				



Written Communication

Articulate thoughts and ideas effectively in writing to those both within your organization and outside it.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Reading Comprehension				
Editing				
Writing For Your Audience				
Explaining Reasoning				
Researching				
Summarizing				

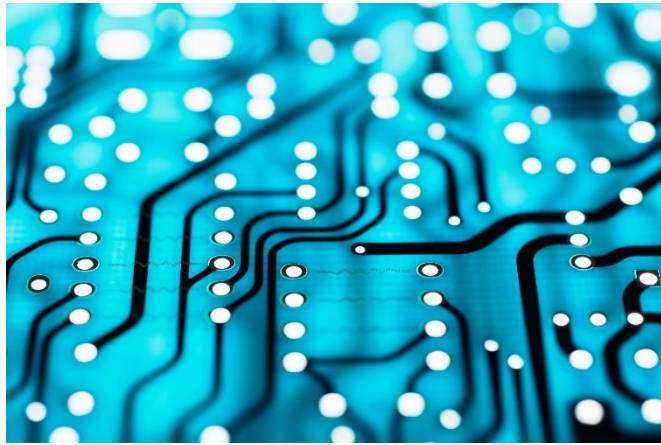


Global/Intercultural Fluency

Value, respect, and learn from people of diverse identities, backgrounds/histories, and viewpoints.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Curiosity				
Willingness To Question Own Assumptions / Beliefs				
Acceptance That One's Own Answer Isn't Always The Best / Right One				

Sensitivity To Others' Differences				
Interest In Seeking Out Diverse Perspectives				
Global Awareness				



Digital Technology

Leverage existing digital technology to ethically and efficiently do tasks and solve problems.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Word Processing				
Data Analysis				
Artificial Intelligence				
Video Conferencing				
Troubleshooting				
Information Security				



Professionalism

Demonstrate personal accountability and effective work habits through working productively with others, workload management, and understanding the impact of communication on professional image.

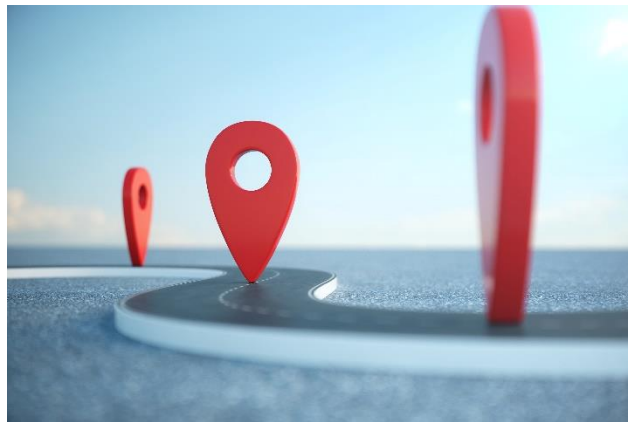
	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Integrity				
Flexibility				
Authenticity				
Punctuality				
Time Management				
Organizing Oneself				



Analytical/Quantitative

Understand, handle, and interpret numerical data efficiently and systematically use that evidence.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Detail-Oriented				
Data Analysis				
Budgeting				
Calculating				
Predicting Future Results Based On Currently Available Data				
Researching High-Quality, Relevant Data Sources				



Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences that are relevant to one's career goals, as well as identifying and articulating those skills that are weaker and how seeking growth opportunities in those areas may serve one's career goals.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Self-Awareness				
Goal-Oriented				
Resilient				
Self-Advocacy				
Initiative				
Relationship-Building				

Skills Inventory Summary

Now that you have a better understanding of the breadth of skills you have, craft a quick (1-3 sentence) description of how you can be useful. Keep in mind that the person you are asking to collaborate with may not know you well, so do not assume they know what you were hired for.

Explanation of what I do in the workplace (can be helpful to refer to job description).

Skills Inventory Reflection

Now that you have a better understanding of the breadth of skills you are not as strong in, you can now ask for feedback/further training on an area of growth that you want to improve in.

What is an area of growth you want to improve in?

Why is it important to your goals to improve in this area?

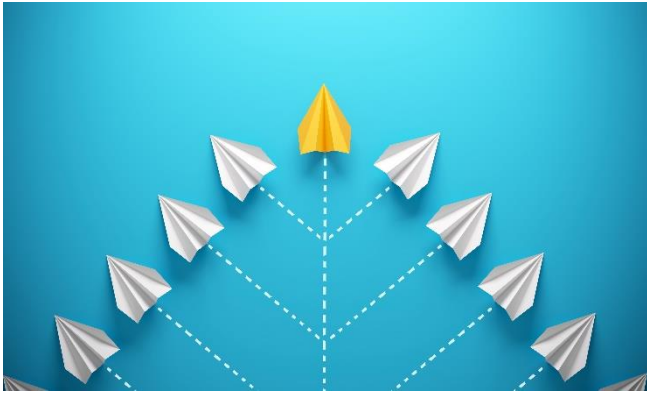
Example Skills Inventory, With Summary and Reflection



Critical Thinking Skills

Exercise sound reasoning to analyze issues, make decisions, and overcome problems.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Interpreting Facts			X	
Reflecting			X	
Questioning		X		
Synthesizing		X		
Identifying Patterns				X
Drawing Conclusions			X	



Leadership

Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Strategic Planning	X			
Decision-Making		X		
Persuading	X			
Managing	X			
Motivating Others	X			
Forward-Thinking			X	



Teamwork

Build collaborative relationships with colleagues and/or customers/users representing diverse identities, backgrounds/histories, and viewpoints.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Adaptability / Flexibility	X			
Patience	X			
Empathy / Open-Mindedness		X		
Resolving Conflict	X			
Active Listening		X		
Creating Something Together		X		



Oral Communication

Articulate thoughts and ideas effectively verbally to those both within your organization and outside it.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Active Listening		X		
Presenting	X			
Performing	X			
Expressing Ideas Succinctly		X		
Speaking Clearly		X		
Explaining Reasoning Behind Ideas And/Or Actions		X		



Written Communication

Articulate thoughts and ideas effectively in writing to those both within your organization and outside it.

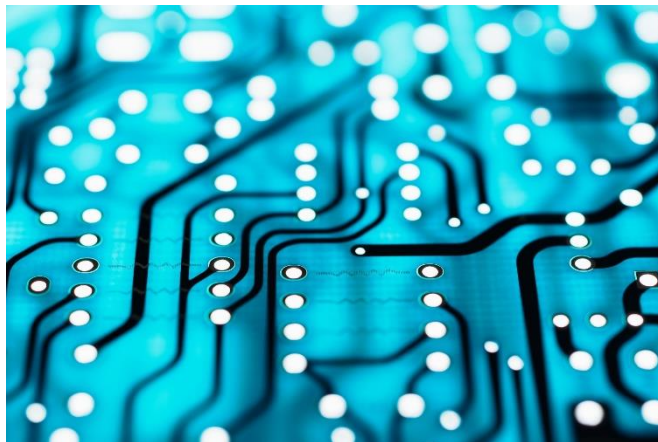
	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Reading Comprehension		X		
Editing		X		
Writing For Your Audience		X		
Explaining Reasoning		X		
Researching	X			
Summarizing		X		



Global/Intercultural Fluency

Value, respect, and learn from people of diverse identities, backgrounds/histories, and viewpoints.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Curiosity			X	
Willingness To Question Own Assumptions / Beliefs			X	
Acceptance That One's Own Answer Isn't Always The Best / Right One		X		
Sensitivity To Others' Differences			X	
Interest In Seeking Out Diverse Perspectives			X	
Global Awareness		X		



Digital Technology

Leverage existing digital technology to ethically and efficiently do tasks and solve problems.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Word Processing			X	
Data Analysis			X	

Artificial Intelligence	X			
Video Conferencing				X
Troubleshooting			X	
Information Security		X		



Professionalism

Demonstrate personal accountability and effective work habits through working productively with others, workload management, and understanding the impact of communication on professional image.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Integrity				X
Flexibility	X			
Authenticity				X
Punctuality			X	
Time Management		X		
Organizing Oneself		X		



Analytical/Quantitative

Understand, handle, and interpret numerical data efficiently and systematically use that evidence.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Detail-Oriented				X
Data Analysis			X	
Budgeting	X			
Calculating			X	
Predicting Future Results Based On Currently-Available Data		X		
Researching High-Quality, Relevant Data Sources				



Career Management

Identify and articulate one’s skills, strengths, knowledge, and experiences that are relevant to one’s career goals, as well as identifying and articulating those skills that are weaker and how seeking growth opportunities in those areas may serve one’s career goals.

	1: Not Skilled At All	2: Not Skilled	3: Skilled	4: Very Skilled
Self-Awareness				X
Goal-Oriented				X
Resilient			X	
Self-Advocacy		X		
Initiative		X		
Relationship-Building	X			

Skills Inventory Summary

Now that you have a better understanding of the breadth of skills you have, craft a quick (1-3 sentence) description of how you can be useful. Keep in mind that the person you are asking to collaborate with may not know you well, so do not assume they know what you were hired for.

Explanation of what I do in the workplace (can be helpful to refer to job description).

As an animation intern, I animate 2D in-between frames. I have taken classes about how to handle numerical data in Excel.

Skills Inventory Reflection

Now that you have a better understanding of the breadth of skills you are not as strong in, you can now ask for feedback/further training on an area of growth that you want to improve in.

What is an area of growth you want to improve in?

I want to get better at working with people (persuading).

Why is it important to your goals to improve in this area?

I want to be a freelance artist after graduating from Lesley, and while I feel like I understand art techniques and programs, I know that, to be a freelancer, I need to work with people I may never meet in-person, and I need to convince people to buy from me and pay me as opposed to one of the other artists out there.

5) Request feedback on your work.

You may be getting lots of feedback on your work already, as “the new kid” in the (virtual) office. If you are not (or even if you are), asking your feedback proactively, rather than passively receiving feedback, indicates humility. Think about your job like you do your classes: If you already knew everything, why would you be here?

You can request feedback on your work the same way you ask for an accountabilitybuddy/study partner: by considering all four corners of the question.

How To Request Feedback On Your Work: Four Corners

<p>Who do I want feedback from and why? Do they have a skill you don't? Do you share something in common with them? Do you already know that their work schedule aligns with yours?</p> <p>Additionally, know what area you specifically want feedback on. Refer to your answers in the Skills Inventory to the questions “What is an area of growth you want to improve in?” and “Why is it</p>	<p>Send the request from the email you use for work to the email they use for work. This serves two purposes:</p> <ul style="list-style-type: none">• So the recipient knows who in the world you are.• So you both know that this is a work-related query. <p>Accountabilitybuddies <i>may</i> become friends, but that is not the point of the arrangement. The point of the</p>
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<p>important to your goals to improve in this area?”</p> <p>While it can be tempting to ask many people for feedback on many things, it is more respectful to target your request on one person and one area of growth each time. As you know from being a student, it is much less taxing to work on one difficult thing (like teaching) at a time rather than numerous things at a time!</p>	<p>arrangement is so that you can both do your jobs better.</p>
<p>Highlight the mutual benefit. Everyone wants to do things that help themselves. Some people even want to do things that help themselves and someone else!</p> <p>Focus on how this arrangement helps both them and you. Feel free to explicitly tell them a skill you have and a skill that they have that you admire. If you ask to be taught something, be prepared to teach the other person a skill that you have.</p> <p>If you already know that their work schedule aligns with yours, emphasize that this is not adding a work-related thing outside of their time they already dedicate to their job.</p>	<p>Determine how you are meeting, if they accept. If they accept, congratulations!</p> <p>Don't get off the email thread yet, though. Determine:</p> <ul style="list-style-type: none"> • When you are meeting • How (e.g: which video call service) you are meeting <p>After the first session, ask if it was useful to them. If they say it was, only <i>then</i> ask if they want to do it on a regular schedule (e.g: weekly, monthly, etc.).</p>

Example Four Corners of the Question

<p>Who do I want feedback from and why? I want to ask the keyframer I work with, Myra, for feedback about my persuasion skills when we work together.</p> <p>I feel like we work well together, but is that because she's doing the hard work of communicating or because I'm learning?</p>	<p>Send the request from the email you use for work to the email they use for work. My work email: jjohnson@company.com</p> <p>Myra's work email: mrowanberry@company.com</p>
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<p>Highlight the mutual benefit. I feel like Myra is easy and fun to work with, and I want to be easy and fun to work with as a freelancer.</p> <p>Even though neither of us work with our studio's budget, I know Excel can be used to organize personal budgets, so it's a useful tool for everyone to know.</p>	<p>Determine how you are meeting, if they accept. Myra said she's going on vacation this week, but she said she would be happy to talk on Microsoft Teams next Monday afternoon.</p> <p>I will set an alarm for next Monday morning to re-check/remind her of this plan.</p>





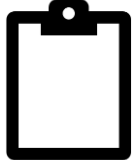

Blank Four Corners of the Question


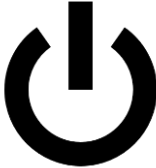




<p>Who do I want feedback from and why?</p>	<p>Send the request from the email you use for work to the email they use for work.</p>
<p>Highlight the mutual benefit.</p>	<p>Determine how you are meeting, if they accept.</p>

Starting a Feedback Partnership: Dos and Don'ts

If you have arranged a time, method, and subject for your first feedback meeting, congratulations! You have taken the first steps towards showing your co-workers that you are not satisfied with being “good enough.”

The first meeting in a new partnership is always the hardest, so here are some do's and don'ts for that first meeting.

Do:	Don't:
<p>Offer to set up the web conferencing link yourself. It shows how much you value getting this feedback!</p> 	<p>Ask the other person to break the learning process into steps for you. Only you know what steps are reasonable for you!</p> 
<p>Ask for resources about how you can learn more about a topic and/or service they mention.</p> 	<p>Get upset if they do not have any resources for you to learn more about a topic and/or service you mention. It's a great lead, regardless, for resources you can find on your own and send back to them later (1-2 weeks)!</p> 
<p>Take notes. If your meeting is virtual, you can put the video call to one side of your computer with a document to take notes on the other.</p> 	<p>Look at other tabs, except note-taking tabs. Even though your meeting is virtual and the other person may not see what is on your screen, they will be able to sense that you are distracted. Just as you carved out time for this meeting, so did they, so if distractibility is an issue for you, set a short meeting. A short, focused discussion is better than a long, distracted one.</p> 

<p>Turn your camera on. If some special circumstance prevents you from turning your camera on, apologize for not having your camera on either in an email before the meeting or verbally right when the meeting starts.</p> 	<p>Turn your camera off. If some special circumstance prevents you from turning your camera on, apologize for not having your camera on either in an email before the meeting or verbally right when the meeting starts.</p> 
<p>Say thank you, even if you feel like the other person's advice wasn't very helpful.</p> 	<p>Ask for advice on something you did not mention in the initial reach-out without asking, "Is it OK if I ask you about [INSERT SKILL HERE]?"</p> 
<p>After a while (1-2 weeks) send the person an email about steps you have taken and/or resources you found about the things they mentioned, even if you do not want to ask feedback from that particular person again.</p> 	<p>Ignore the person after the meeting, even if you feel it wasn't very helpful.</p> 

BONUS: Connect with other interns.

I am aware that these requests can be intimidating, so, if you are nervous about reaching out to a superior or senior member of the team, ask if there are other interns. These interns may well be as nervous as you! Many interns are also students, so you can "break the ice" by talking about student life: what classes you are taking, what your professors are like, what assignments you have coming up, plans for taking a break on the weekends.... If you're lucky, the other intern(s) may even be Lesley University students or based in other Cambridge-area schools!

One advantage of remote work is that you do not need to "be social" every day at work! I recommend picking a day or few days a week (during your company's working hours)

for efforts at reaching out. Over time, you may find that your efforts are reciprocated, as co-workers contact you to ask about your experiences or to alert you to an opportunity that may interest you.

More Resources

Internship Etiquette Resources

Not sure if doing a virtual internship will reflect well on you? [International internship broker Capital Placement shares seven benefits of virtual internships.](#)

[International internship broker Capital Placement gives quick tips on how to make the most of your internship.](#)

[Forbes highlights to employers the importance of providing structure on how to build co-worker social connections.](#)

[Virtual technology magazine Tech.co lists companies that offer remote work in the year 2023.](#)

Why does feedback matter if you feel like you are doing well? [Well-being coaching company BetterUp lists the benefits and gives further advice about how to ask for it.](#)

Want to learn more about a particular co-worker's path to the job they have now: a job you want to have in the future? [The career center at UC Berkeley has a guide about how to conduct informational interviews.](#)

Self-Organization Resources

[How to make an event in your Google calendar: video tutorial.](#)

[How to make an event in your Outlook calendar: video tutorial.](#)

[How to schedule an email in Gmail to arrive at a specific time and date: video tutorial.](#)

[How to schedule an email in Outlook to arrive at a specific time and date: video tutorial.](#)

LinkedIn Resources

[LinkedIn provides good LinkedIn profile starter tips.](#)

[A sample LinkedIn student profile, provided by LinkedIn.](#)

[Advice for how to write a LinkedIn summary as a student.](#)

[Lesley University's LinkedIn page](#), so you can follow this page and view Lesley University alums.

[How to add sections to your LinkedIn profile.](#)

Zoom Resources (include link to website so can find more info if needed)

[How to change your name on Zoom: video tutorial](#) (for example, to include your job title).

How to change your video layout in Zoom: [video tutorial](#) and [written guide with screenshots](#).

What is an appropriate virtual background? [Social media marketing company Mention weighs in.](#)

Microsoft Teams Resources

[How to change your name on Microsoft Teams: video tutorial](#) (for example, to include your job title).

[How to change your video layout in Microsoft Teams: video tutorial.](#)

What is an appropriate virtual background? [Social media marketing company Mention weighs in.](#)

Google Meet Resources

[How to change your name in Google Meet: video tutorial](#) (note that this changes your name for all Google services in that account/email).

Google Meet may be barebones on its own, but [free Chrome Extensions like these create new features.](#)

What is an appropriate virtual background? [Social media marketing company Mention weighs in.](#)

WebEx Resources

[How to change your name and update your profile picture in WebEx: video tutorial](#) (for example, to include your job title).

[How to change your video layout in WebEx: video tutorial.](#)

What is an appropriate virtual background? [Social media marketing company Mention weighs in.](#)

Autistic Voices Resources

[An Autistic View of Employment: Advice, Essays, Stories, and More from Autistic Self Advocates](#) from the National Autism Resource and Information Center and the Autistic Self Advocacy Network.

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