

OTAK INTERNSHIP PROGRAM

Welcome to Otak!



Otak



Internship Program: Welcome to Otak!

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COMPANY OVERVIEW

Get to Know Otak

- Founded in 1981 in Lake Oswego, Oregon
- Otak's name comes from the initials of its three founders
- Hanmi Global (HG) invested in Otak in 2011
- Current ownership is 80% HG and 20% Otak leaders and emerging leaders
- Loris & Associates and DayCPM joined Otak in 2017
- V3 Studios joined Otak in 2019
- TWG LLC joined Otak in 2021
- Otak is growing rapidly and operating out of eight offices in Oregon, Washington, and Colorado with over 350 employees



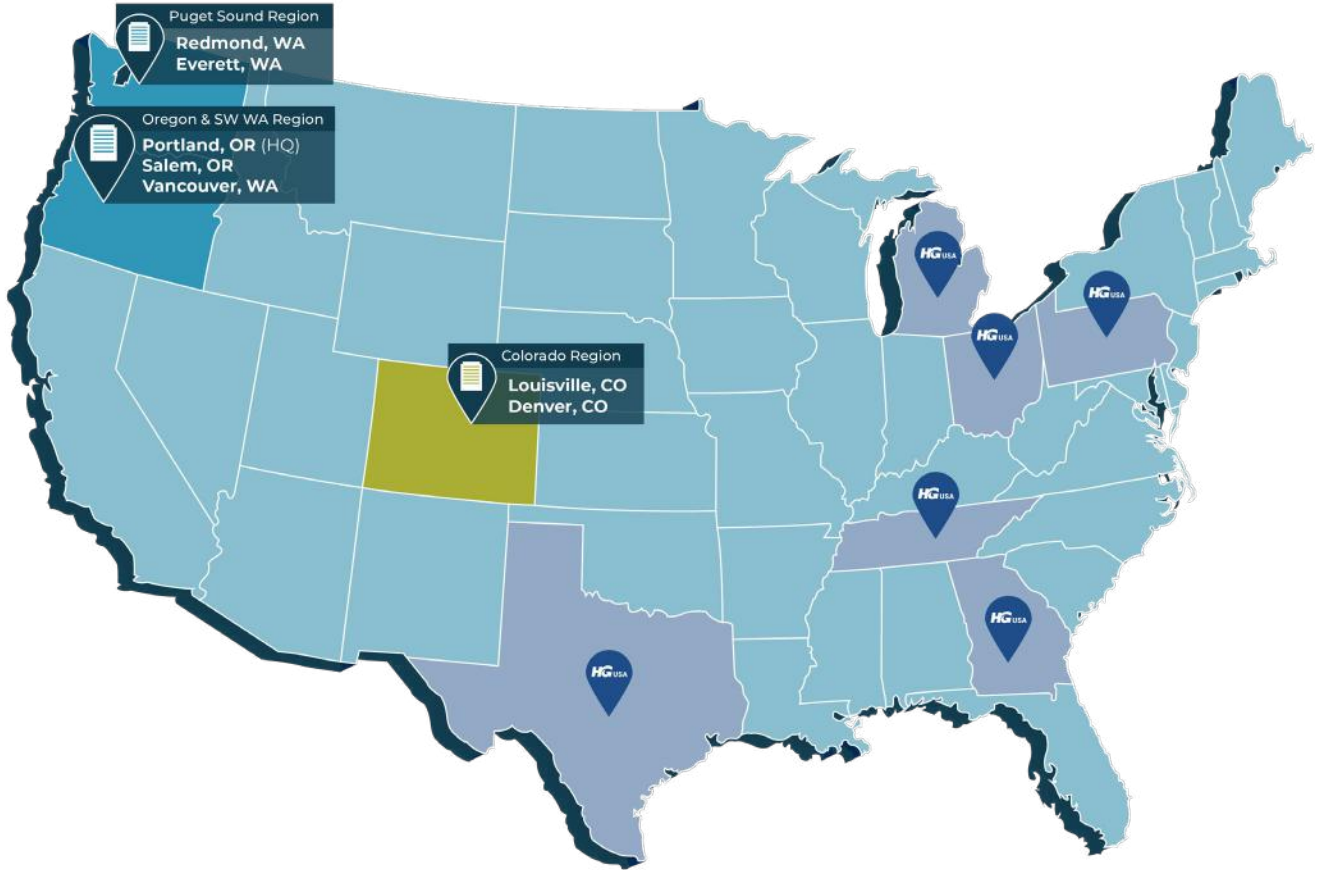
Nawzad **O**tham | ENGINEER

Ralph **T**ahran | ARCHITECT

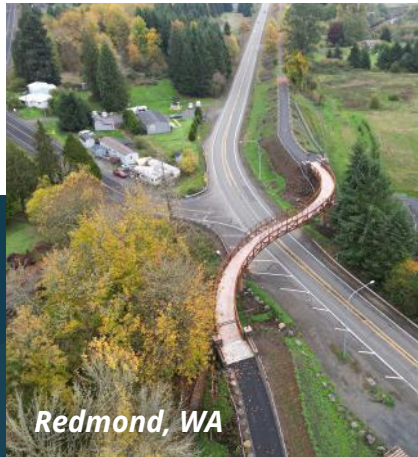
And

Greg **K**urahashi | ENGINEER

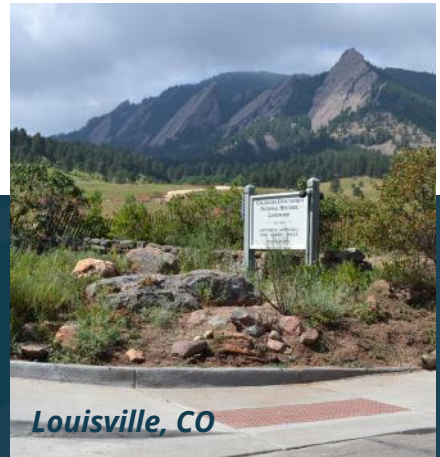
OFFICE LOCATIONS AND SERVICE REGIONS



Portland, OR



Redmond, WA



Louisville, CO

GENERAL OVERVIEW

Otak's Business Units

Otak's business units work together to implement the Otak Internship Program. Otak recognizes that a comprehensive internship program contributes significantly to our recruitment, hiring, retention, and stewardship goals. Our program focuses on intentional learning through meaningful project engagement, mentorship, and cohort development where you will gain real work experience.



"I appreciated that I was able to complete the work a Project Coordinator would do. This made it easy to gain work experience and work-social skills. I was hired as an intern for Summer 2022, and I signed on full-time December 2022! This transition was made easier by the people I met and am mentored by. I enjoy the fast-paced environment and problem-solving daily."



Ally Shuell

Project Coordinator, Otak CPM | Portland, OR



Internship Expectations and Project Work



INTERNSHIP EXPECTATIONS



- Quality and quantity of work, assignments are completed with thoroughness and accuracy.
- Professional and effective verbal and written communication with all Otak team members and project teams including co-workers, managers and clients.
- Time management, multi-task, prioritize and complete work to meet deadlines.
- Exercise sound judgment and problem-solving capabilities, demonstrate technical expertise and expected knowledge of current skills.

PROJECT WORK



- Contribute to project work with the guidance of a manager or mentor within the Otak project teams.
- Gain valuable field and site experience through assigned tasks.
- Meet regularly with manager and mentor for performance feedback and to ask questions.
- During the final week of internship, interns will conduct a project presentation to the internship cohort.

“From assisting in community workshops, engaging with communities, working alongside cities on meaningful projects...the lessons and opportunities experienced through the internship program have been extremely rewarding.”



Samantha

Planning & Landscape Architecture | Redmond, WA
University of Washington



Internship Mentor and Cohort



MENTOR



- You will be assigned a mentor by your manager or have the option to select a mentor from another business unit, if available.
- This is your opportunity to ask broader questions of other Otakians, such as:
 - » How does a certain aspect of the company work?
 - » What is your career path goals?
 - » Could you share your career path journey from the beginning to today?
 - » What was a challenging time in your career?
 - » How can I learn more about another discipline?
- The mentor relationship is a valuable part of the internship experience and contributes greatly to the team atmosphere at Otak.

COHORT



- Our internship cohort is designed to provide an environment where interns can connect with peers.
- You will participate in cohort meetings where you will have an opportunity to meet and collaborate with other interns and Otak leaders.
- Time will be provided to discuss what's going well, challenges you may be experiencing and an opportunity to ask questions.
- A presentation from a professional staff member or guest from a different discipline each meeting.
- All interns will conduct a presentation during their last cohort meeting.
- Cohort meetings will be held during summer months.

Internship Experience



GETTING STARTED

Onboarding



Complete the internship questionnaire and review the completed questionnaire with manager/mentor.



You will be provided an onboarding and orientation schedule.



We will check in with you! There will be a 30-day onboarding check-in with People Services.

“Attending the OAME Conference was an incredibly rewarding experience as I got to represent Otak.”



Javier

Marketing & BD | Portland, OR
University of Portland



What Will My Week Look Like?



YOUR WEEK AT OTAK



- You will have a weekly check-in with your manager for your daily tasks.
- You will check in with your mentor.
- Complete weekly timesheets.
- Attend scheduled cohort meetings.
- Attend site visits (when applicable).

YOUR MANAGER VERSUS YOUR MENTOR



- **Your manager is primarily responsible for:**
 - » Supporting your professional growth.
 - » Assisting with challenges and help you identify solutions.
 - » Assigning projects and scheduling site visits.
 - » Supporting your participation in the cohort meetings.
 - » Offering regular performance feedback.



- **Your mentor will assist you with:**
 - » Career path questions, work challenges, general questions, and learning Otak's structure and business units.
 - » Providing recommendations to professional development organizations and opportunities.
 - » Offer supportive feedback.

Tips for a Successful Internship



WORKLOAD

Too Much or Too Little? Ask Questions!



- If you find yourself with too little or too much work, speak with your manager so they may help you rebalance your workload.
- Check in with your manager on assignment or project expectations and discuss anticipated completion timeline(s) for your work.
- Reach out to other interns and discuss their experiences. Ask them how they may be keeping a balanced workload.
- Reach out to your mentor for suggestions and resources to help guide you.

INTERN SELF DEVELOPMENT

How Do I Form My Professional Image?



- Begin building your brand. What does that mean? Ask us and we'll help!
- Begin noting the tasks and projects you work on during your internship and continue throughout the full internship experience. Share that experience on your resume and/or your LinkedIn profile!
- Network with as many people as you can within Otak.
- Start looking into professional groups. Getting involved in one of those programs is a great way to network with peers across the industry.



Internship Finale!

END OF INTERNSHIP

What You Can Expect

- Each intern will conduct a final presentation to the cohort during their last week. The presentation guideline:
 - » The topic may be on what you've learned, a project you've worked on, or highlighting your experience in the internship.
 - » Should be 5 minutes in duration.
- A final performance evaluation will be conducted the last week of the internship with the mentor and manager. Providing feedback is crucial to the growth and success of our interns and the program.
- The Talent Acquisition Team will conduct an exit interview with the intern and will develop a plan with you to stay connected!
- Leave a review about Otak and your internship experience on Glassdoor and Indeed!

[Glassdoor - Otak Reviews](#)

[Indeed - Otak Reviews](#)

"It was cool to see how certain obstacles were overcome to create an impactful project that will benefit residents of Aspen."



Thomas

Transportation & Infrastructure | Louisville, CO
University of Colorado



Have Questions? Who Do I Contact?



CONTACTS

Who do I contact?	Name	Office	Teams Number	Email
General Questions, Internship & People Services Related Inquiries	Brooke Henderson, Talent Acquisition Manager	Vancouver, WA	360.906.6794	Brooke.Henderson@otak.com
	Emily Davis Senior Recruiter	Remote	503-415-2306	Emily.Davis@otak.com
Benefits	Alyssa Guzman, HR & Benefits Specialist	Portland, OR	503.415.2324	Alyssa.Guzman@otak.com
Payroll	Valeria Khoreshko, Senior Payroll Administrator	Portland, OR	503.415.2314	Valeria.Khoreshko@otak.com
Committees	Corrie Chase, Fun Committee (ORSWWA) Office Manager	Vancouver, WA	360.906.9432	Corrie.Chase@otak.com
	Tim Rohan, Fun Committee (Rocky Mountains) Transportation Project Eng.	Louisville, CO	720.758.7731	Timothy.Rohan@otak.com
	Danny Christian, Fun Committee (Puget Sound) Sr. Marketing Coordinator	Redmond, WA	425.250.5215	Danny.Christian@otak.com
	Madeline Woods, Green Otak (GO) Committee / Project & Sustainability Coordinator	Louisville, CO	720.758.7742	Madeline.Woods@otak.com
IT Support	https://otakhelpdesk.otak.com/app/itdesk/HomePage.do			

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