



Prospect Rock Partners

TIPS, TRICKS & RULES OF THE ROAD FOR INVESTMENT BANKING SUMMER INTERNS

June 2024



...So what you're saying is... I can't wear flip flops?



Dress for the job you want...

Not the one you have



Avoid common wardrobe
pitfalls



Bring clothes for the gym
and after work events

...What to Wear... dust these off...



DO's
Suits & Jackets
Sheath Dresses
Midi Length Skirts
Closed Toed Heels
Loafers
Neutral Colors
Covered Shoulders
Professional Hair
Collars & Ties

...What NOT to wear... don't even think about it!



DON'Ts
Denim
Flip Flops
Open Toed Shoes
Crop Tops
Spandex
Hats
Tank Tops
Sneakers
Pink Hair

...Did someone say Office Etiquette?

- **Cell Phone Usage**

Keep your cell phone on silent or vibrate during work hours. Avoid using your phone during meetings. Step away from your desk to take personal calls or respond to messages.

- **Internet and Email Usage**

Use the internet and email for work-related purposes only. Avoid accessing personal email accounts or browsing non-work-related websites during work hours.

- **Workplace Attire**

Dress professionally and appropriately for the office environment. Adhere to the company's dress code policy.

- **Punctuality and Presence**

Arrive to work on time and be present during work hours. Minimize distractions and stay focused on your work tasks.

- **Workplace Etiquette**

Maintain a professional demeanor when interacting with colleagues, clients, and managers. Practice active listening, avoid interrupting others, and be mindful of your tone and body language.

- **Collaboration and Teamwork**

Actively participate in team meetings and projects. Offer assistance to your colleagues when needed and be willing to learn from more experienced team members. Communicate effectively and work together to achieve shared goals.



...Not Everything is URGENT...

Nail Your Voicemail Greeting

Use a professional greeting that includes your name, team, and a brief message. End with your phone number to make it easy for the caller to reach you back.



Be Mindful of Emails

Check for spelling/grammar errors, use a professional tone, and respond within 24 hours. Avoid sending emotional emails and use the phone instead.

Adapt to Manager's Style

Learn your manager's preferred communication method - some prefer frequent check-ins, while others want more independence. Adjust accordingly.

Build Relationships with Teammates

Take time to get to know your team on a personal level first. This will help you communicate more effectively and collaborate better.

Present a Professional Online Brand

Be mindful of what you post on social media, as it can impact your professional reputation. Ensure your online presence aligns with your desired personal brand.

...So tell me about yourself...

Savage Chickens

by Doug Savage



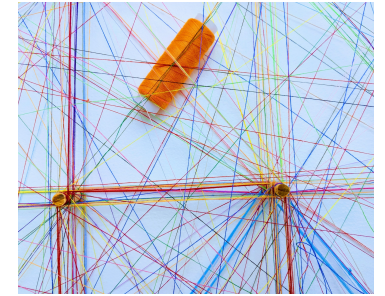
www.savagechickens.com



...Keep it simple... know who you are AND what you want...



**Let's
Keep
In
Touch**



Know Your Story

Understand your own goals, interests, and experiences before networking. This will help you effectively communicate who you are and what you're looking for.

Ask Open-Ended Questions

Prepare thoughtful questions that encourage the other person to share more about themselves and their experiences. This helps build rapport and a genuine connection.

Attend Networking Events

Seek out industry events, conferences, or company-hosted mixers to meet new people. These settings provide a dedicated space for making connections.

Follow Up and Maintain Connections

Don't let your new connections fizzle out. Follow up with people you've met, stay in touch, and look for ways to support each other's professional goals.

Leverage Your Current Network

Reach out to friends, family, professors, and other existing contacts to see if they can introduce you to people in your field of interest.

...Louder! for those in the back... DO NOT DRINK TOO MUCH... this is a JOB INTERVIEW



...Adapt to your manager's communication style

- Understand Your Manager's Style
- Observe Your Team's Routines
- Schedule Regular 1-on-1s
- Clarify Preferred Communication



...The offer is yours to lose... go and get it!

- Dress for Success

Dress professionally and appropriately for the office environment, matching the dress code and standards of your team.

- Etiquette and Presence

Be present, engaged, and mindful of your behavior and communication in the office, avoiding distractions and unprofessional habits.

- Build Your Brand

Curate your personal brand through your actions, attitude, and digital presence to make a positive impression.

- Network and Connect

Actively build relationships with your colleagues, attend networking events, and leverage your connections to achieve your goals.

- Adapt and Communicate

Understand and adapt to your manager's communication style, and proactively communicate to ensure a successful internship experience.

***"Take the
Bull by the
Horns"***



...We can help you navigate through various scenarios...

- Decoding strong constructive feedback

What does this feedback really mean?

- Not in the group that you want... should you opt into mobility?

Will mobility be frowned upon? What are my chances of moving into X or Y group?

- You wanted to work at a top 3 firm...

Should I go back and re-recruit? How should I manage through this process?

- I didn't get an offer... what should I do now?

My feedback was good, but I didn't get a return offer? Now what do I do? How do I go back out to market?

- What does it mean to be put "on hold"?

What can a "hold" do for me? How do I communicate this to potential employers? Will I really be moved to the offer list?

...Need More Help? We've Got You...

Services

Check out prospectrockpartners.com for prices and packages.

meridith@prospectrockpartners.com

andrea@prospectrockpartners.com





About Us

FINANCIAL RECRUITMENT SOLUTIONS





Visionary
Search.
Proven
Results.

About Us

Prospect Rock Partners

FINANCIAL RECRUITMENT SOLUTIONS

Prospect Rock Partners is a global financial search firm founded by a group of former Investment Bankers, Buy-side, and Financial Recruiting executives that provides a wide range of services to investment banks, private equity firms and companies looking to fill strategic finance or operational roles. Our team's combined experience in finance and recruiting enables us to better understand our clients' strategies and search needs, allowing us to successfully source the best talent for them. We also publish a weekly recruiting newsletter that reaches 45,000+ financial services professionals, create web-based content (100,000+ monthly views) and provide additional outsourced recruitment solutions.



Executive Search

Financial Services



Corporate Development & Strategy

We partner with Fortune 500 companies, private equity firms and other global industry leaders to meet mission-critical hiring needs. Whether you're looking to hire talent from one of the Big Three management consultancies or an investment bank, our practice stands ready to help build your world-class team.



Corporate & Investment Banking

With deep experience serving clients ranging from global banks to elite boutiques, we are adept at assessing financial professionals for their financial acumen, as well as their creativity, ingenuity, and cultural fit. We leverage close relationships and deep industry expertise to share insights into top talent.



Private Equity

Our specialized search teams are composed of industry experts. Our team possesses the executive networks and market knowledge to identify top talent and achieve the best possible outcomes for clients. From middle-market private equity groups to large global investment managers, venture capital firms to growth equity investors, our clients partner with us to build leadership teams.

Outsourced Early Career Services

Focus Areas



Intern Sourcing & Hiring

Our team takes a personalized approach to sourcing top-tier intern talent tailored to our clients' unique needs. Leveraging an extensive network spanning prestigious universities, professional associations, and strategic partnerships, we identify and attract the most promising candidates for your internship program.



Advisory, Campus Recruiting

Drawing from decades of collective expertise, our team provides comprehensive advisory services to optimize and elevate your entire campus recruiting strategy. We offer insights and recommendations spanning the four fundamental pillars of a world-class campus hiring approach: Identification & Attraction, The Candidate Journey, The Internship Experience, and Campus Operations



Internship Program Management

For clients seeking a turnkey solution, we partner to fully manage and execute your internship program in close coordination with your team. Our comprehensive program management services handle the intensive planning and operations - allowing you to focus on core business priorities while providing your interns with an exceptional experience.

Outsourced Human Resource Services

Empowering your people, builds your success. Partner with us to cultivate & retain your talent.

- **Internal Process Improvement**

With our specialized proficiency in hiring, onboarding, and staffing, we craft seamless, culturally aligned processes for optimal efficiency.

- **Performance Management**

Unlock the potential of your employees with our premier performance evaluation and promotion process. From structured goal setting to constructive feedback mechanisms, we guide you through fostering talent growth and addressing performance challenges.

- **Training & Development**

We collaborate with leading industry training providers to deliver tailored professional development and advancement initiatives aligned with your organizational objectives.

- **Employee Engagement & Satisfaction**

Our programs elevate employee morale, foster transparency, boost productivity, and enhance retention rates. From innovative recognition initiatives to insightful employee pulse surveys and engaging team building/networking events, we offer a diverse array of solutions tailored to meet your organization's needs.



A Team Of Professionals

Leadership Team

Meridith Dennes

Managing Partner

Meridith Dennes is a seasoned entrepreneur and financial services executive with over 15 years of experience in investment banking. As the Founder and Managing Partner of Prospect Rock Partners, she has demonstrated an exceptional ability to navigate the complexities of the financial industry, while spearheading innovative strategies to drive growth and success. Before venturing into the world of executive recruiting, Meridith was Co-Founder and CEO of Project Eve, a groundbreaking digital platform, with a monthly reach of 12 million, that empowered women in business and entrepreneurship. Her dedication to fostering diversity and inclusion in the corporate world has been a driving force throughout her career. Post-business school, Meridith spent nearly 15 years at top-tier bulge bracket and global investment banks. Her extensive experience in this demanding field has granted her invaluable insights into the intricacies how the market impacts recruiting. Her current Weekly IB Recruiting Brief reaches 45,000 bankers and investors and talks about the recruiting market, compensation trends and hot jobs. Dennes earned a B.A. from Northwestern University and an M.B.A. from NYU's Stern School of Business.

Kim Oksenberg

Managing Director

Kim Laidlaw Oksenberg, MBA, PMI-ACP is a Managing Director at Prospect Rock Partners. Kim started her career working in equity research and high-yield sales. After her time in investment banking, she moved on to spend nine years as a private equity investor for a multi-billion dollar family of funds at Bank of New York Mellon. In 2011, she was a founder and COO Project Eve, a digital platform helping women launch new businesses and reinvent their careers. In the Spring of 2023 she is embarking on a new challenge as an Adjunct Instructor at the University of California at Berkeley teaching Agile Product Management. Kim earned a BA with honors from the University of Vermont and an MBA with a concentration in Finance from New York University. Kim is PMI certified in Agile project management.

A Team Of Professionals

Leadership Team

Andrea Benson

Managing Director

Andrea Benson is a Managing Director at Prospect Rock Partners. Prior to joining, Andrea spent 13 years at Bank of America across the IBD (M&A), HR (Campus Recruiting) and Tech (CIO) divisions respectively. Most recently, Andrea was the Global Head of Campus Recruiting and Operations at Morgan Stanley. She holds extensive knowledge of the global recruiting landscape and has a vast network given her tenure in the campus recruiting space. Andrea has managed over 11 summer internship programs and hired upwards of 12,000 interns during her tenure in recruiting sector. She holds a B.A. from Stonehill College, and lives in New Jersey with her husband and young son.

Henry Costa

Managing Director

Henry Costa is a seasoned executive with over two decades of experience driving strategic initiatives and delivering operational excellence across diverse industries. With a tenure in Investment Banking and a 20+ year track record working with senior leadership teams at high-profile companies in restaurant/hospitality, last-mile delivery, real estate development, and finance, Henry brings a proven commitment to delivering strategic impact and meaningful outcomes for business innovation and success. Henry's expertise (and passion) spans various functional verticals, including strategy, operations/finance, corporate growth, leadership/team development, and business development. His ability to navigate complex business environments and implement transformative solutions has been instrumental in propelling organizational growth and fostering a culture of continuous improvement. Henry holds a Bachelor of Science (B.S.) in Business Administration and Management from Georgetown University.