



we help
make
positive
change
possible®

▸ an internship overview



Welcome to
GuideOne

GuideOne Insurance is proud to offer an internship program that allows students to have real-world experience that prepares them for the workplace. At GuideOne, we believe our people are our greatest asset. That's why we place a great emphasis on each employee's development. Our goal is to provide interns with challenging projects and opportunities, develop meaningful skills, utilize talents and energy, develop strong relationships and create a memorable internship experience.



About GuideOne

GuideOne Insurance was founded upon two key philosophies that endure to this day: a dedication to serving customers in select niche markets, and a commitment to social responsibility.

At GuideOne Insurance, we believe that our people are our greatest asset. We encourage our employees to work toward common goals and succeed together. *GuideOne is a recognized leader in providing commercial lines insurance and financial services to:*

- + Religious Organizations
- + Nonprofit & Human Services Organizations (including educational institutions)
- + Small Business
- + Programs Business



GuideOne Foundational Values

Our foundational values shape our culture and success. Our people are:

- + **Nimble** – Small but mighty, we quickly take on new opportunities that benefit our company and members.
- + **Reliable** – No matter the challenge, we deliver for our customers.
- + **Fun** – We work hard, and we play hard.
- + **Passionate** – There must be fire within you to win.
- + **Courageous** – We do what is right, not just what is easy. We create a new path and follow it with confidence.
- + **Creative** – We are relentless in our pursuit to find the best solutions.

At GuideOne, we come to work every day knowing that what we do makes a difference for our customers and communities—and that's a good feeling.



How do I apply for a GuideOne internship?

Qualifications and Requirements

In order to be eligible for the program, students must generally meet the following:

- + Enrollment in accredited 4-year college or university
- + 3.00+ cumulative GPA
- + Junior/Senior standing
- + Independent thinker
- + Ability to work collaboratively in a team environment as well as independently
- + Excellent verbal and written communication skills

Application Requirements

- + Complete the online application by visiting guideone.com/job-openings
- + Provide a current resume with your application.

▶ **View our job openings!**



What is an internship at GuideOne?

We strive to offer meaningful work that assists in your personal and professional development. Joining GuideOne as an intern is a great way to enhance your professional skills and gain insight into the insurance industry. You'll have the opportunity to learn from highly experienced professionals and gain valuable hands-on experience.

Components of the Internship Program

Community Engagement

With an internship at GuideOne, you have the opportunity to get involved in the community. We offer our employees volunteer time off to be able to spend time in the community by making positive change possible. GuideOne has partnered with various organizations, such as Habitat for Humanity, United Way, Meals from the Heartland, Ronald McDonald House, and Boys and Girls Club.



Competitive Pay

As an intern at GuideOne, you are doing real work. That's why we offer competitive pay, commensurate with experience.



Guidance and Leadership

We want you to get the most out of your internship. At GuideOne, you'll benefit from guidance, training and mentoring by managers and leaders invested in your success.



Culture

We overcome the traditional stereotypes of the insurance industry with progressive leadership, innovative thinking, courage and grit. Our culture encourages and expects you to be yourself and speak your mind. This revolutionary employee experience ensures we have the best and brightest people who courageously and passionately work together, every day, to win.



Internship Feedback

In addition to leadership and guidance, managers and leaders will provide valuable feedback.



Real Experience

At GuideOne, you will work on relevant projects that will prepare you for your career. You will have lots of opportunities to gain hands-on experience, make valuable connections and gain insight into our company operations.



Internship Divisions

There are a variety of internships available through our organization, including:

Actuarial

Actuarial interns at GuideOne work closely with our pricing actuaries to analyze the company's competitive and prospective rate changes across various lines of business and coverages. They will gain knowledge in performing quantitative analysis, presenting findings, and creating, maintaining and documenting reports.

Claims—Data Analyst

As an intern working with the Claims team, you will gain knowledge and experience of handling claims and understand how managing data is crucial to the success of the organization. On any given day, the Claims team receives a significant amount of information that needs to be analyzed for metrics, key performance indicators and predictive and prescriptive analysis.

Facility Management

Facility Management at GuideOne incorporates a wide range of discipline and services to ensure safety, security and efficiency of the Home Office headquarters. As an intern, you will be responsible for assisting the Facilities Operation Manager with the day-to-day operations and upkeep of the home office premises.

Finance

Internships supporting the Finance team are designed to provide exposure to the various functions within the team and gain experience to be successful. By providing support for various projects, you will gain experience with Excel and PowerPoint in a business setting with the opportunity to apply financial analytical skills. Throughout the course of your internship, you will provide support to a variety of the teams including Planning & Analysis, Treasury, Procurement, Financial Reporting, Reinsurance or Tax.

Information Technology

Information Technology internships at GuideOne allow interns the opportunity to contribute to the organization immediately by working directly with established experts that will assist in real-work projects. Interns will work in a team environment and be given opportunities to assist with troubleshooting issues, deliver overall technical support and help our IT team in maintaining hardware, software and other systems within GuideOne.



Legal—Internal Audit

The Internal Audit team is a valued business partner helping leaders identify and manage organization risks. This internship provides the opportunity to learn about GuideOne's business operations and key audit concepts, expanding communication and problem-solving skills, and collaborating with leaders and employees across GuideOne. Because the Internal Audit team is exposed to the entire business, our employees are always learning and building relationships, all while having fun.

Corporate Communications and Marketing

From web page designs to brochure development to video production coordination, a GuideOne Corporate Communications and Marketing internship will entail many opportunities that help contribute to company growth initiatives. Gain a wide variety of marketing experience while working on highly visible projects that help educate our agents, drive brand awareness and tell the GuideOne story.

Underwriting

Interns working with our Underwriting team will get hands on experience by learning many aspects of the underwriting process. By joining the Underwriting team at GuideOne, you will learn how to evaluate risk, build strong business relationships, and analyze data to help make decisions all while working at a company who strives to make positive change possible. Our interns will also have the opportunity to work with different leaders within our organization, something that is hard to find at larger companies.

Intern Spotlight

“ My co-workers and those who I report to are what make my experience here at GuideOne so enjoyable. They’re just a great crowd of people who are very welcoming and helpful.

– Ami Ikanovic, Software Development Intern



“ GuideOne is like a family, and the best part about that is you can reach out to anyone, and they are more than happy to help or just have a chill conversation with you.

– Anugrah Singh, Actuarial Intern

“ My favorite part about working at GuideOne is the people. Every person that I have had the pleasure of working with has been so welcoming, caring and passionate about what they do.

– Ben Carlisle, Home Office Underwriting Intern



“ My favorite part about working at GuideOne is having the continuous support of my manager and mentors to help me learn more about the insurance industry and enhance my knowledge of analytics.

– Caleb Kitzman, Commercial Business Analytics Intern

“ I’ve enjoyed having the opportunity to see how a company as successful and established as GuideOne operates, as well as how they are able to engage and invest in their current business climate.

– Jordan Wishman, Finance Intern



“ My favorite part of being with GuideOne has definitely been the amazing people. Everyone I work with is kind and eager to help, especially with learning the company and the industry.

– Jordyn Conard, Marketing Coordinator Intern

Are you Interested?

We are fiercely committed to making the world a better place. Our team is composed of change makers, collaborators and activators. They rebuild communities, champion causes and inspire others. Each and every one of them make change possible and make their communities better places.

[If you’re looking for a career that makes a difference, we’re looking for you.](#)

Follow your passion, feel good about your work and be in charge of your own career. Browse our internship openings online to find a position that best matches your skills and interests.



