The Interview Process

Pre-interview - Analyze resumes:
- Check for signs of organization, clarity, and accuracy.
- Note involvement and roles in campus and community organizations.
- Look for accomplishments, patterns of progression, and growth.

Post-interview:
- Choose interns just as carefully as you choose permanent employees. (In 2013, approximately 48.4% of students stayed on full-time upon graduation from college.)
- Once you have determined your top candidates, arrange interviews in a timely manner (ideally within 3-5 days).

Sample Interview Questions:
- Why do you want to participate in an internship?
- Why are you interested in this specific internship opportunity?
- Why do you want to intern with our organization?
- How are you motivated?
- Give an example of a time that you went above and beyond the call of duty for a project, deadline or customer service situation. What were the results?
- Please explain your past experiences and why they have prepared you for this internship.
- What do you believe your current or most recent supervisor would say are your strengths and also areas that you need to work on?
- Give me an example of a time that your leadership skills stood out in a positive way.

**Questions asked of candidates for internship positions do not have to vary greatly from questions asked of candidates for regular employment positions.**

Sample Interview Structure

1. Prepare Questions About:
   - Specific coursework related to the position
   - Knowledge or familiarity of equipment, techniques, computers, etc.
   - Previous related experiences

2. Open the Interview (1-2 min)
   - Build friendly rapport through small talk
   - Tell a little about the organization
   - Indicate that the intern will have an opportunity to ask questions later

3. Ask Questions/Gather Information (15 min)
   - Use behavioral-type questions as well as open-ended questions

4. Allow for Questions and Comments (5 min)
   - Answer honestly and illustrate with your own experiences, if possible
   - Assess the quality of the intern’s questions
   - Avoid giving answers that indicate a commitment to a position
   - Be prepared to answer questions about the position, expected training, company structure, company products

5. Give Information (1-2 min)
   - Briefly recap information about position
   - Discuss candidate’s availability to ensure your needs will be met
   - Discuss any academic requirements for course credit

6. Wrap-Up (1-2 min)
   - Briefly describe the next steps
   - Give an estimate of when the student will hear from you
   - Avoid making statements that may be interpreted as a promise of employment

7. Evaluate the Candidate
   - Review your notes before your next interview
   - Be objective and base your decision on the evidence

8. Follow Up Promptly
   - Send “no thank-you” letters to applicants who do not match your requirements
   - Offer the position to the candidate that you have chosen