

INTERVIEWING INTERNS

- Begin your recruitment 3-4 months before you want the intern to begin. The earlier you begin, the more access you will have to the most competitive candidates.
- Arrange interviews in a timely manner—3-5 days after the application deadline. You may use the phone, Skype, conduct interviews on campus or at your office.
- Choose your interns just as carefully as you would choose permanent employees! Up to 45% of students stay on as full-time employees after graduation.

Stages of the Interview

1. Prepare questions about:
 - Specific coursework related to the position
 - Previous experiences related to the position
 - Career interests and goals
2. Analyze resumes
 - Look for accomplishments, patterns of progression, and growth
 - Note involvement and roles in campus and community organizations
 - Check for signs of organization, clarity, and accuracy
 - Trace chronology and look for time gaps
 - Check grade average overall and in major
3. Open the Interview (1-2 minutes)
 - Build friendly rapport through small talk
 - Provide an overview of the interview
 - Indicate that the student will have an opportunity to ask questions later
4. Ask Questions and Gather Information (15-20 minutes)
 - Use behavioral questions as well as open ended questions (see examples on page 2)
5. Allow for Questions and Comments (5 minutes)
 - Answer honestly and illustrate with your own experiences if possible
 - Assess the quality of the student'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
6. Give Information (1-2 minutes)
 - Briefly recap information about the position
 - Discuss candidate's availability for the internship to ensure your needs are met
7. Wrap-Up (1 -2 minutes)
 - Close on a positive note
 - Briefly describe the next steps and give an estimate of when the student will hear from you
 - Avoid making statements that may be interpreted as a promise of employment
8. Evaluate the candidate
 - Be objective and base your decision on the evidence
 - Review your notes before your next interview
9. Follow up with candidates promptly.
 - Offer the position to the candidate that you have chosen
 - Send rejection letters to students who do not match your requirements



SAMPLE INTERVIEW QUESTIONS

- Select questions that will gather evidence about skills important to your position
- Avoid yes/no questions
- Ask for examples that demonstrate the skill or experience you are discussing

Traditional Questions

- What interests you about our organization?
- Why would you be a good fit for this position?
- What are your strengths and weaknesses?
- What are your short and long term goals? Where do you see yourself in 5 years?
- In what ways do you think you can make a contribution to our organization?
- Is there anything else you think I should know about you?
- Why should we hire you?
- What questions do you have for me?

Behavioral Questions

- Tell me about a time when you demonstrated excellent analytical skills.
- Share an experience when you had to accomplish a task as a member of a team. What role did you play? How would your teammates describe you? What was the outcome?
- Give me an example of a tense situation at work or school, and how you resolved it. Looking back, what could you have done differently? What did you learn?
- Describe a time when you completed a specific task which you did not find interesting or perhaps even resented doing. How did you proceed? What was the outcome?
- Give me a specific example of a time when you sold your supervisor (or professor) on an idea or a concept. How did you proceed? What was the result?
- Give me a specific example of a time when an idea of yours paid off in a big way. What was the idea? What effect did it have?
- Tell me about a time when a supervisor (or professor) openly criticized your work. How did you respond? What was the outcome?
- Give me an example of a time you were in a leadership role. What is your leadership style? What did you accomplish?
- Tell me about a time when you failed to meet a deadline. Why did you fail to meet the deadline? What were the repercussions? What did you learn?
- Give me a specific example of a time when you took an unpopular stand regarding an issue at work (school). What was the situation? What was the outcome?
- Describe a situation when you had to work with difficult people. What made the individuals difficult to work with? What did you do to resolve the situation?
- Describe a situation where your decisions were challenged by your supervisor (professor). How did you react? What was the outcome?
- Tell me about a time you thought outside of the box. What was the result?

