

Your Name _____

Advisor _____

Internship Interview Tips

Adapted from the following websites

<http://www.lawentrance.com/internshipinterviews.htm>

<http://www.plu.edu/~intern/studentInterview.html>

<http://valenciacc.edu/ipo/interview.asp>

Before the interview

- Research the company and the person who will be interviewing you.
- Practice the interview. Make a list of questions that you want to ask the interviewer about the organization and practice answers for questions that you expect the interviewer to ask you.
- Assemble all required documents (Make sure your resume contains zero misspelled words or grammatical errors)
- Practice how to get to the interview site (map out your route and do a trial run).

Ten Interview Tips

- Dress appropriately (business like, neat, clean, polished, not too much jewelry or fragrance)
- Arrive 10 - 15 minutes early
- Smile and introduce yourself with a firm handshake
- Maintain eye contact and provide nonverbal feedback (no gum or slouching, sit or stand up straight and look confident)
- Understand what is really being asked and ask for clarification if you are not certain.
- You can pause, and think for a few seconds before giving a reply
- Be honest, brief, and present facts advantageously
- List five things that make you a good candidate
- Give examples of past events to support your responses
- Ask appropriate questions
- Thank the interviewer by name at the end of the interview and follow up with a personal thank-you note within 24 hours. Be sure to mention your continuing interest and enthusiasm for the position. You can also include important information that you forgot to mention during the interview.

Questions you might ask your employer

- What is the principal job of this department?
- Describe what my duties would be
- What kind of person are you looking for?
- What is the most important responsibility?
- What is the biggest problem this internship can help you solve?
- What role would you like for me to play in solving that problem?
- To whom would I report? What is my potential boss's background?
- Who are the other people I'll work with?
- Where will I be situated? What kind of equipment will I have?
- What is the work schedule?
- Have you worked with other interns? Have any of them been hired by your company?

Questions the employer might ask you

- Why would you like to work for this company?
- What do you think you might major in at college?
- What are your career goals?
- How are you going to achieve your career goals?
- What sets you apart from other people who want this job?
- What is your greatest strength?
- What is your biggest weakness?
- What is the biggest challenge you ever faced? How did you deal with it?
- What qualities do you think the position requires?
- What was your most significant achievement in school?
- What was your most significant job accomplishment?
- How do you organize tasks?
- Do you like working with people?
- What are your hobbies and interests?
- Where else are you interviewing?