



## INTERVIEW QUESTIONS

1. Tell us your name, career plans, college plans and industry certifications you have earned.
2. Tell us about any work or on-going volunteer experiences you have had to date.
3. Is there a particular focus or type of task you are seeking for your internship?
4. What skills do you have that would be of benefit to our company?
5. What are three weaknesses or skills you hope to improve/develop through an internship?
6. How would you handle a conflict or stressful situation should it happen during your internship?
7. Do you have reliable transportation to get to and from the internship?
8. If selected, are there any dates/hours we would need to work around when you would be unavailable to intern? (The basic internship is planned for June 8 – July 17, six weeks at 20 hours per week. Unpaid interns cannot intern more than 120 hours for the summer.)
9. Do you have any questions you wish to ask us?

# INTERVIEW RATING SHEET

Student \_\_\_\_\_

Interviewer \_\_\_\_\_

Please rate on the following categories: **4 = Excellent**    **3 = Good**    **2 = Fair**    **1 = Poor**

**Appearance**

Grooming; appropriate dress \_\_\_\_\_

**Preparation**

Prepared resume; brought certification (if applicable) \_\_\_\_\_

**Composure**

Confidence and ability to handle stress \_\_\_\_\_

**Suitability**

Personality and fitting in \_\_\_\_\_

**Sociability**

Warmth and friendliness \_\_\_\_\_

**Speech**

Clear and to the point \_\_\_\_\_

**Alertness**

Understand and perceive important issues \_\_\_\_\_

**Knowledge**

Knowledge of job or field \_\_\_\_\_

**Experience**

Background qualifications \_\_\_\_\_

**Attitude**

Wants this job, assertive and interested \_\_\_\_\_

**Ambition**

Motivation and desire to succeed \_\_\_\_\_

**OVERALL**

\_\_\_\_\_ Divide this number by 11 to get an average

\_\_\_\_\_ Average

Please take a few minutes to rate each student and provide them with feedback. They are encouraged to take notes.