

Standard Internship Questionnaire

Candidate name:

Interview date/time:

Candidate phone/email:

Tell me about yourself; your major, why you're interested in interning with {*agency name*}; what interests you the most?

What are your most valuable skills that you think you can bring to this position?

Name three things you'd like to build on or add to your resume that you would like to accomplish during this internship (*internally, consider how a special project could support this*):

Tell me about your work experience. In a new job as a new employee, what steps did you take, or tools and resources did you use to help you learn the ropes and get acclimated?

Give me an example of a time you had to think on your feet in the workplace (or school, etc.). What was the situation, how did you handle it, what was the outcome?

What is your approach to staying organized and how do you prioritize and manage multiple projects or tasks?

How do you push through challenges? How did you overcome a significant obstacle that you're proud of? Or tell me about projects you've tackled without being asked?

Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle these difference management styles (describe the positives/challenges), and what did you learn about yourself?

Tell me a little bit about your experience, if any, in doing {*x, y, z – could be a specific task they are going to support, such as helping plan or promote a professional meeting or event, or something related to a project you'd like them to work on...*}

Tell me about your proudest professional or academic accomplishment?

What are the candidate's schedule preferences for the internship?

- Start date availability (does it work with agency's needs)?
- End date availability (when do they return to school for fall semester)?
- Discuss how many hours a week are they able to work (and how many hours your agency allows)?
- Ask about the anticipated graduation date and what they plan/hope to do after graduation?

What questions did the candidate ask you, the interviewer, about the agency/job/etc.?

Did the candidate send you a thank you note/email after the interview?