The interview process for intern candidates is similar to that of a potential new employee. You may arrange telephone and/or in-person interviews, and one or more individuals from your organization may be involved with the interview process. One difference you will notice in evaluating intern candidates is that candidates will not have the same level of work experience listed on their resumes. Students may instead list relevant coursework or academic projects they have completed, as well as skills or experience gained through extracurricular or community activities. Asking about these types of experiences in the interview will allow the intern candidate to make the connection to the internship for which he/she is applying and demonstrate why he/she would be a top candidate choice.

**Background Information**

Tell me briefly about your distinct qualifications.

Why did you choose your current major?

Are you familiar with (particular software)?

Tell me about any experience you have in (marketing, public relations, graphic design, data analysis, etc.).

In what extracurricular or community activities are you involved?

**Intern Goals**

What experience do you hope to gain in an internship?

Why are you interested in an internship with our company or organization?

What are your future career interests?

Do you hope to obtain academic credit for your internship? If so, what are the unique requirements for your institution or department?

**Logistics**

When are you available to start an internship, and for how long?

How many hours per week are you available for an internship?

What days of the week are you available for an internship?

Do you have any questions for me today?