

## SELECTING AN INTERN

**Be selective** – Look for both soft skills and role-specific qualifications to make sure a student intern is not only a good fit for the short-term, but has the potential to be a full-time employee in the future.

**Be supportive** – Be sure that the intern knows you will be supporting their needs as much as you expect them to support the business.

**Be descriptive** – Describe the internship so a potential intern will understand the responsibilities and their role within the organization. Identify some general goals, expectations, and how you will measure success.

**Be clear** – Be clear about your company's mission, structure and environment and compensation structure. Company employment policies, such as adhering to a work schedule, should be discussed.

**Be competitive** – Provide recruitment marketing materials that highlight your company's career path opportunities and success stories.

With clear understanding of expectations from both sides, and framework to succeed, an intern can be excellent return on investment.

## INTERVIEW SUGGESTIONS

When hiring an intern, place as much effort into the selection process as you would hiring a full-time employee. An intern may become a future employee. You will be spend time and money to train the intern, so choose someone you believe would be a good fit in your organization in the future.

Although the same steps used to hire full-time employees can be followed to hire interns, employers may find that they need to adjust the interview format in order to fit the nature of the internship and the candidate's experiences.

### **Focus on future goals:**

- How do you think this internship experience will prepare you for your career?
- What are your plans for after graduation?
- What are your long term and short term goals?
- How did you research the career you are considering? Is there any aspect of this field where you feel you can be particularly successful?

### **Inquire about academic experiences:**

- Why did you choose your major?
- What courses in your major have you completed? Describe a class or project that you particularly enjoyed.
- Tell me about a time when you had a heavy course load. How did you manage your time?
- What has been your most rewarding college experience thus far?

**Inquire about other experiences:**

- What was your favorite summer or part-time job (if any)? Why? What did you learn about yourself?
- Have you had any extra-curricular campus involvement?

**Identify Problem-Solving Skills:**

- Describe a situation when there seemed to be no way to complete a project and yet you found a way. What happened?
- What kinds of problems have people recently called on you to solve? Tell me about your contribution to solving the problem.

**Identify Leadership & Interpersonal Skills:**

- What will you bring to the position that other candidates with similar academic experience may not offer?
- Tell me about a time when you had to work as a member of a team to complete a task. What role did you fulfill?
- Is there a time when your work was criticized? How did you react to this feedback?
- Talk about a group project when a team member was not fulfilling their commitments. How did you deal with the situation?