

Employer Guide: Interview Questions

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. Students and recent graduates often lack professional experiences, so interview questions should focus on goals and academics as well as previous work experience (including employment, internships and volunteer experience). They may also be inexperienced in interviewing, so you may have to frame questions a few different ways to get the desired answer.

INTRODUCTIONS

Before you ask any interview questions, take a few minutes to make the candidate feel comfortable and build rapport. Tell them about your organization and your role, and why you want an intern. Position the internship opportunity as valuable and enticing, and show your passion for your work.

QUESTIONS

1. Why are you interested in this position? How do you think it will help you meet your career goals?
2. What excites you about the _____ industry? Where do you think the challenges/opportunities are?
3. Why are you interested in our business/organization? How do you connect with our mission?
4. What specific skills do you have that would relate to this position?
5. Do you have experience with _____ (software, hardware, operating systems, specific duties)?
6. What makes you unique? What personal strengths could you bring to our company/organization?
7. Tell me about a challenging work experience and how you handled it.
8. What motivates you in your work? What frustrates you in your work?
9. Tell me about an accomplishment you are really proud of. What did it take to make this happen?
10. What are your goals for the future?
11. What is your availability, and when would you be able to start?
12. Will you be able to commit to the position, for _____ hours/week from _____ until _____?