**Henrico County Internship Interviews**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General questions:**

1. Tell me a little about yourself, what you like to do for fun, and why you are interested in this internship.

1. If you are offered an internship, what are your goals and what do you hope to learn?

1. Where do you see yourself in five years?

1. What are your greatest strengths? Give me an example of a time when you used them.

1. What outside job, hobby or influences have you experienced that has enhanced your *(customer service skills/relatability to serve the public)*? (For example, mechanical ability)
2. Why do you think you are the best choice for this internship position and why should we give you the opportunity?

**Competency-based questions**7. Give an example of how you applied knowledge from previous coursework to a project in another class (Results Driven)

8. Tell me about a time when you had to work on a team (or project) with someone you did not get along with. What happened? (Leading and influencing)

9. Why should we select you for this internship? This is one last opportunity for you to share anything you may not have shared, a time to brag on yourself!

**Additional Information needed:**

* When does your semester begin and end?
* What days/times do you go to school?
* Do you currently hold a job(s)?  
  If so, where?   
  What is your current schedule?   
  Does it change?   
  How far in advance is your schedule made?  
  What flexibility do you have with the hours scheduled? (i.e., would they work with you around your schedule here if hired?)   
    
  For summer internships:
* Do you have a vacation already planned, if so, when?  
    
  For Academic Credit Internships:
* What does your Program require for an internship, and did you bring this information with you today?
* How many credits will you earn upon completion of an internship?  
  How many hours are needed/required?
* Would you be able available to complete these hours beginning in \_\_\_\_\_\_\_\_\_\_\_through \_\_\_\_\_\_\_\_\_\_\_\_\_\_? Identify the period identified (Internship spring, summer, fall – provide student with our dates and find out their semester dates)?
* Does your internship have specific learning goals either program driven, or student identified, if so, what are they?
* Are there employer requirements for your program’s requirements?  
  What are they?  
  What forms might we be required to sign or complete?  
    
  Do you have any questions for us…. if so, what?