**Interview Questions**

**General Questions ­**– focus: get to know the candidate

* Tell me what interests you about this opportunity?
* What are your strengths and weaknesses?
* What accomplishments are you most proud of?
* Do you work better under pressure or with time to plan and organize?
* May we review your resume?

**Academic or Professional Interests Questions –** focus: learning the candidate’s work habits and interests

* What are your career goals (a.k.a. where do you see yourself in \_\_\_ years)?
* Why did you choose your major or area of study?
* What were your favorite/least favorite classes? Why?
* What did you enjoy most about your last job?
* How would your professor or past supervisors describe you?
* Describe your research experience.
* Tell me about your coursework; in what ways is it relevant to this position?
* Tell me about any volunteer or community service experience.
* What skills do you want to gain from this experience, and what skills can you offer us?
* Why do you consider this to be a good opportunity?

**Internship Related Questions –** focus: gauge fit for the position and candidate motivation

* Why are you interested in this internship?
* Why do you think you are qualified for this opportunity?
* What makes you unique from other candidates?
* What type of job-related skills have you developed that may help you in this internship?
* How would you assess your writing and communication skills?
* Are you proficient in Microsoft Office or other software?
* What do you want to learn from this internship?
* Have you had previous internship experience? Please describe.
* What qualities do you think will make one successful in this internship?
* What do you know about the industry?

**Agency Related Questions –** ideal candidates have a passion for what your agency does and want to be a part of your team.

* What do you know about our agency?
* What do you know about the issues faced by our agency?

**Situational Questions –** candidates should be able to draw from their school, community service or personal experiences and demonstrate how they handle themselves in these every-day work situations.

* Give me an example of a time in which you worked under a deadline.
* Share an example of when you worked with a team.
* Describe a time you worked on multiple assignments at one time.
* Provide an example of a time in which you solved a problem for an employer, peer, or customer.
* Describe a situation where you taught a concept to a peer, co-worker, or other person.
* Describe a difficult situation with a peer student or co-worker?
* Share an example of a time you gave a presentation.
* Describe a situation in which someone critiqued your work.
* How do you work under minimal supervision? Please describe.
* Share an example of work you did that was creative.
* Describe how you allocate your time and set your priorities on a typical day.
* What is more important--completing a job on time or doing it right?
* Share an example of how you’ve been able to motivate team members.