

THE INTERVIEW

Interviewing extern candidates is very similar to interviewing candidates for permanent positions. This is a very important step in the recruitment process as you want to **make sure the extern will provide you with the skills and abilities you're looking for**, as well as **fit in with the culture** of your organization. If you have not conducted an interview before, you'll find a sample outline below, including helpful questions and tips on using the interview to find the best candidate.

1. **Open the interview** (1–2 minutes)
 - a. Build friendly rapport through small talk.
 - b. Provide an overview of the interview.
 - c. Indicate that the student will have an opportunity to ask questions later.
2. **Ask behavioral based and open ended questions to gather information** (15 minutes)
 - a. Tell me about yourself.
 - b. Why are you interested in this position?
 - c. Why are you interested in this organization?
 - d. How has your coursework prepared you for this externship?
 - e. What are your short- and long-term career goals?
 - f. Tell me about a time you:
 - Had to deal with a conflict
 - Worked as part of a team
 - Used creativity to solve a problem
 - Dealt with a difficult customer/supervisor/colleague
 - Managed a stressful situation
 - Handled multiple tasks simultaneously
 - g. What are your strengths/weaknesses?
 - h. Ask specific questions related to technology/methodology used in your field.
 - i. Questions to avoid:
 - How old are you? Do you have a disability? Are you married/have kids?
What is your nationality?
3. **Allow extern to ask questions** (5 minutes)
 - a. Be prepared to answer questions about the position, expected training, company structure, and company products.
 - b. Assess the quality of the extern's questions.
4. **Give information** (1–2 minutes)
 - a. Discuss candidate's availability for the externship to ensure your needs are met.
 - b. Discuss any academic requirements if the student is seeking course credit.
5. **Wrap-up** (1–2 minutes)
 - a. Close on a positive note.
 - b. Avoid making statements that may be interpreted as a promise that the extern will be selected.
 - c. Inform the extern that they will be contacted by the Office of Human Resources in regard to their status (selected or not selected) at a later date.
6. **Evaluate the candidate against the requirements for the position**