

Internship Interview Guidance

1. Preparation

- a. Familiarize yourself with the organization's mission, services, programs, and locations by reviewing the organization's website and/or social media pages.
- b. Have a copy of your resume, your class schedule, and your work schedule (if applicable) available during your interview. You may also want to bring a pen and this document or a notebook with your questions so you can jot down answers and the names of your interviewers.
- c. In-person interviews
 - i. Dress in [business professional or business casual attire](#).
 - ii. If you are unfamiliar with the onsite interview location, give yourself plenty of time to get parked and to find the correct building or room.
- d. Virtual interviews
 - i. Wear a professional top (no T-shirt; cover shoulders).
 - ii. Make sure your background is tidy and does not show anything overly personal or inappropriate. You can also use a virtual background or blur feature.

2. Expect to discuss

- a. What are your professional goals and interests?
 - i. It is okay if you are unsure, but you should be able to reference specific health topics, populations, or settings that you are interested in working to address.
- b. Why are you interested in interning with the organization?
 - i. Provide specific details about your interest. Reference their programs and services, your professional interests, or relevant personal experiences.
- c. What do you hope to accomplish with your internship?
 - i. Describe what you hope to learn (skills or knowledge) from supporting the organization's programs and services.

3. Questions you need to get answered during the interview

- a. What have past interns done to be successful with your organization?

- b. Are there any specific days and/or times I need to be available for internship activities?
 - c. What will the internship activities involve? What will a typical day for an internship consist of?
 - d. Will internship activities be completed at any other locations? If so, will transportation be provided from the primary location? Or will I be reimbursed for fuel and parking costs to the other location?
 - e. Do you expect there to be any potential changes to internship activities or expectations during the internship? How will those be communicated to the intern?
4. After the interview, send a thank you note or email to your interviewer. You can send individual messages to everyone or send a single message to your primary contact and include your thanks to everyone involved in the interview.
5. If you receive an internship offer, consider:
- a. Does the internship align with your professional goals?
 - b. Do you have the resources to successfully complete the internship? These could include time (consider how demanding your course schedule is), transportation, technical skills, people skills, etc.
 - i. For in-person internships, consider potential travel time to and from the site as well as the time at the site. Consider if you'll need to use evenings or weekends for internship activities.
 - ii. For virtual internships, consider if you have the technology, self-discipline, and time management skills to manage the activity load.
 - c. Does the environment seem like a good fit for you?

Best wishes on your interviews!