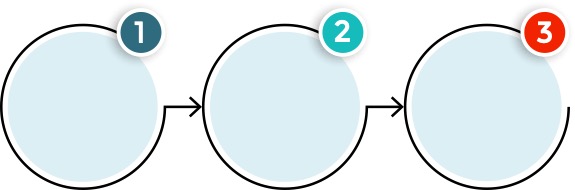


**Interview preparation**



Prepare your interview questions - remember these should be related to the internship and what key skills/attributes you are looking for

Confirm who will attend the interview and who will ask what questions

Review the students CV or Summer of Tech profile- note any area of interest

**Introduction**

* Have water on the table if in the office
* Introduce yourself and anyone else attending, explain your role and try to put the student at ease
* Perhaps think of including a short ice breaker activity
* Thank the student for attending and explain what the interview will consist of

Any questions?

Any questions?

**Background, work history, interest in the internship (10mins)**  
What interests you most about our internship and organisation?  
  
Can you tell us a bit about your experience in   
(pick out something in their   
CV, or something they have studied at uni that you would like to find out more about).

Any questions?

Any questions?

**Internship overview (5mins)**  
Chat through the opportunity, any projects they might be working on, any responsibilities they will have and what success will look like for both you and the student

**Questions (20mins)**Explain to the student you are now going to ask a couple of specific questions based on the key requirements of the internship. It’s recommended you ask your top 3 to 4 questions that you feel will give you a good understanding of the students' suitability.

**Student Questions**Ask the student if they have any questions for you about the role or anything else they might like to chat to you about

**Remember to thank the student for their time and set a realistic expectation of when you will come back to them with feedback and/or next steps in the process**