



SUMMER
OF TECH

Employer's Toolkit

Interview Template Guide



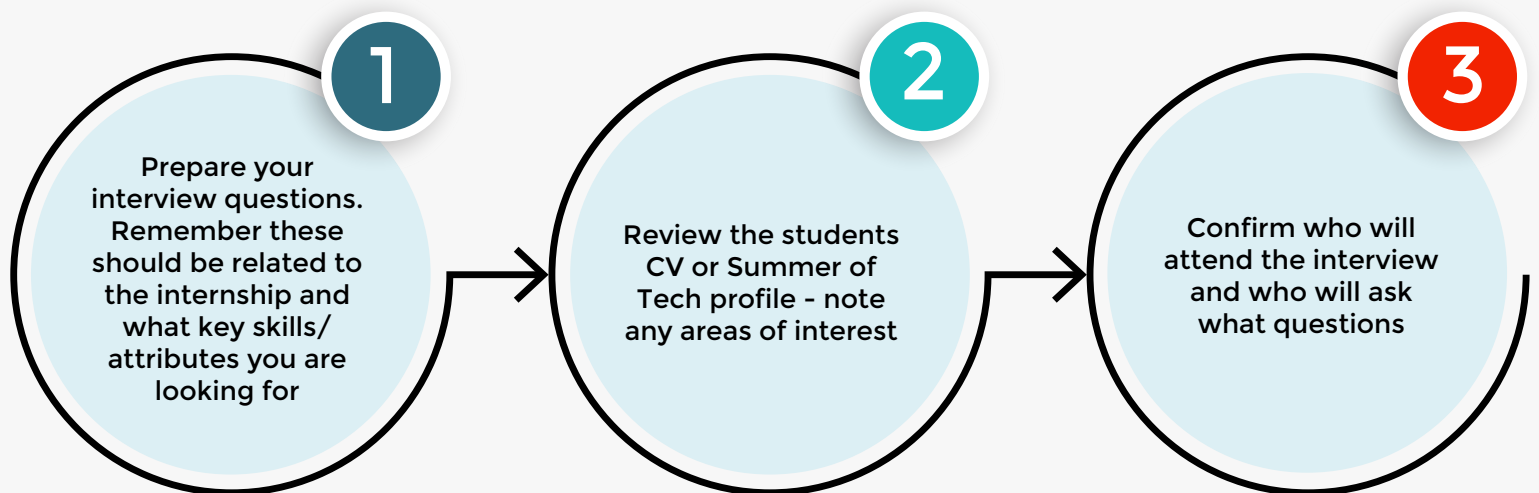
Intern name _____

Position _____

Interviewer/s _____

Date _____

Interview preparation



Introduction

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



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Background, work history, interest in the internship (10mins)

What interests you most about our internship and organisation?

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

Any questions?

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

Any questions?

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

Any questions?

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