**School to Work Interview**

**Questions**

1. Tell us about yourself? Favorite subjects in school? Extracurriculars? Goals after graduation?
2. Tell us about your volunteer or community service experience.
3. Do you have any work experience? If yes, tell us about your job responsibilities.
4. Tell us about any leadership positions/ responsibilities you have had at school, church, in the community or home.
5. Tell us about a time you had to work as a member of a team including a project, volunteer event, etc.
6. What skills would you like to gain in this position? What skills do you have that would make you a good fit?
7. Can you remember a time when you handled a difficult situation with another student or co-worker? What did you do?

**Internship Interview Evaluation Form**

**Student Name:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating Criteria** | **Excellent** | **Good** | **Average** | **Below Average** | **Points Earned** |
| **Applicant’s Greeting:**  Proper introduction  Positive first impression | 10 9  10 9 | 8 7  8 7 | 6 5 4  6 5 4 | 3 2 1  3 2 1 |  |
| **Applicant’s Appearance:**  Neat, well groomed  Appropriately attired | 10 9  10 9 | 8 7  8 7 | 6 5 4  6 5 4 | 3 2 1  3 2 1 |  |
| **Personality and Poise:**  Positive, courteous, sincere, and confident  Good posture, gestures, and eye contact | 10 9  10 9 | 8 7  8 7 | 6 5 4  6 5 4 | 3 2 1  3 2 1 |  |
| **Responses:**  Responded with appropriate answers  Showed knowledge of program’s purpose  Asked appropriate questions  Volunteered information  Demonstrated initiative and enthusiasm | 10 9  10 9  10 9  10 9  10 9 | 8 7  8 7  8 7  8 7  8 7 | 6 5 4  6 5 4  6 5 4  6 5 4  6 5 4 | 3 2 1  3 2 1  3 2 1  3 2 1  3 2 1 |  |
| **Showed evidence of career preparation**  Showed evidence of good work habits  Showed evidence of problem-solving abilities | 10 9  10 9 | 8 7  8 7 | 6 5 4  6 5 4 | 3 2 1  3 2 1 |  |
| **Close of Interview:**  Expressed a thank you  Concluded interview effectively | 10 9  10 9 | 8 7  8 7 | 6 5 4  6 5 4 | 3 2 1  3 2 1 |  |
| **TOTAL POINTS** |  |  |  |  |  |

Notes:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |