



ACADEMY OF INFORMATION TECHNOLOGY INTERNSHIP PROGRAM

GUIDELINES FOR INTERVIEWS

Interview

1. Mock interviews will be held at school prior to AOIT internship interviews. Evaluations will be given directly to AOIT students.
2. Every effort will be made by the AOIT Academy Team to provide possible internship leads. Job descriptions for the internships will be provided by the business to the AOIT director who will provide the internship leads and job descriptions to AOIT students. **However, the interview and the secured internship are the ultimate responsibility of the AOIT student.**
3. Organizations will provide job descriptions to AOIT and they will be posted at the AOIT office (606A), sent via email, and/or on the AOIT website.
4. AOIT student may sign up for only three interviews unless there are open spots.
5. The internship provider's contact information will be provided to a maximum of three students per position. It is the AOIT student's responsibility to contact the organization and schedule the interview.

Potential Interview Questions

1. Tell us something about yourself.
2. What do you think are your personal and academic strengths in school? Other areas?
3. Weaknesses in school? Other areas? (Explain how you are working to improve)
4. What would you consider to be the highlight(s) of your life thus far?
5. Are you available and interested in working more than six weeks?
6. What final report card are you anticipating in May 2008?
7. What part of (insert specific course) do you enjoy the most?
8. Why are you interested in this position?
9. If you were working in a corporation and a client came to you expressing unhappiness with a service she/he received, how would you handle the situation?
10. If your internship supervisor asked you to make copies, file, or fax letters to a client, would you have any problem performing these tasks?
11. If you are scheduled to start work at 9:00 am and you arrive at 9:03 am, are you late?
12. What would you do if you find that after two weeks your internship is not what you had expected and you are very unhappy?