**Sample – High School Intern – Interview Questions & Content**

The following questions are a guide. Feel free to use some or all questions below. Or, modify or develop your own questions using standard guidelines for any interview. Recommended to conduct interviews with another supervisory level employee.

1. Provide the student with a copy of the Training Plan. Were you able to read the Training Plan and do you understand the responsibilities of the position? *(If the student did not see the Training Plan prior to the interview, allow time for the student to review)*
2. Describe how a part-time job, school classes, homework, and/or school activities have prepared you to accomplish the overall duties of this position.
3. Describe your experience with \_\_\_\_\_\_\_\_\_.
   1. Can be a general or specific duty associated with the position. Add additional questions like this to cover specific tasks, duties, equipment, technology, processes, or knowledge associated with the position) .
   2. Examples can be: “Describe your experience with \_\_\_\_\_\_\_\_\_:”
      * *welding; working with stainless steel; using cutting torches; making automotive engine repairs; making diesel engine repairs; diagnosing engine problems; using specific tools (identify tools as necessary); Microsoft Office products (Word, Excel, PowerPoint, Access); products similar to Microsoft Office; recording/editing video or audio; typing, data entry, and filing; and other duties/functions associated with the position for which you are interviewing.*
4. Describe your experience with \_\_\_\_\_\_\_\_\_? (see details in question #3 above).
5. Describe your experience with \_\_\_\_\_\_\_\_\_? (see details in question #3 above).
6. If necessary, add an additional question for students to describe their experience (based on question #3 above).
7. Explain a time where you had to work on a project with a team. What was the outcome and how did you manage it?
8. Give an example of how you used your thought process to solve a problem you did not know how to solve right away.
9. Describe how you are with multi-tasking when multiple assignments need to be completed. Feel free to provide examples from part-time jobs, class assignments, school activities, sports, etc.
10. Describe what you would do in this job if you believe you will be unable to meet a deadline. Or, describe a past situation when you would be unable to meet the deadline. For example, with a part-time job, class assignment, or any clubs or organization.
11. Information To Review:
    1. Transportation to and from the commonwealth work site is a student’s responsibility. Free on-site parking may **or** may not be available.
    2. If students have a valid driver’s license, they can drive themselves to and from the worksite. However, students in the High School Intern Program are **not** permitted to operate any commonwealth vehicles.
    3. Discuss the tentative work schedule with the student. Please note, some students are limited on the hours or days they can work, due to required school classes. Or, ask the students what schedule they believe they can work. THE SCHEDULE CAN BE FINALIZED IF THE STUDENT RECEIVES AN OFFER OF EMPLOYMENT IN THE COMING WEEKS. A FINAL SCHEDULE SHOULD **NOT** BE WORKED OUT DURING THE INTERVIEW.
12. Do you have any questions for us?