



# GLOBAL LEADER INTERNSHIP

## An Interview Checklist for Applicants

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Getting ready to interview for an internship in the U.S.?

Use the below checklist to help prepare for your interview!

### General Suggestions

- **Consider your location.** Find a quiet, private space with no noise or distractions.
- **Dress professionally.** You should treat this interview like a normal job interview, even though it is over the phone or the internet.
- **Smile for the camera.** If you are conducting a web-based interview, looking into the camera and smiling goes a long way in showing enthusiasm and confidence.
- **Speak slowly and clearly.** If English is not your first language it is important to remember to speak slowly. The interviewer will want to know that you can speak clearly in an English language environment.
- **Research.** Look up the employer on the internet. Try to imagine yourself in that specific location. Think about what you would look forward to most about living and working there, and be prepared to speak about specific aspects of what interests you about this specific company, as well as the position you are applying for.
- **Express yourself with confidence.** This is absolutely essential! Don't be nervous—relax and enjoy the opportunity. Interviews are never easy, but you've made it this far so trust in yourself to succeed.

### Before the Interview

Think about the below questions. It is more than likely that you will be asked a similar set of questions during your interview, so why not prepare in advance? Write down your thoughts below each question.

- Why are you interested in this career field and how did you become interested in this path?
- Why do you want to complete an internship in the U.S.? How will this internship help you work toward your educational or career goals?
- Why do you think you are a good fit for this position and for this employer? Consider the position requirements and responsibilities and be sure to give examples of the skills and experience that make you an ideal candidate.
- Tell me about how your previous work experience has prepared you for this position.
- How do you handle conflict or change? Can you think of any examples in the past where you've had to show flexibility in the workplace?
- Describe a time when you had to work towards a deadline. Did you meet it? If not, what would you do differently next time?
- What would your supervisor or colleagues say your strengths are? What would they say you could work to improve?
- Is there anything else that you'd like to share about yourself?
- Do you have any questions?