



KANIA

THE ARTHUR J. KANIA SCHOOL OF MANAGEMENT

Internship Interview Prep

Research Yourself

- Clarify the skills and abilities you have to offer an employer. Think of a concrete example for each skill you have.
- Know your resume. For everything listed on your resume, you should be able to explain what you learned and what you contributed.
- Develop a list of your five to seven strongest skills for a particular position.
- Focus on a simple message about what you can do for them and what you do better than anyone else they are going to see that day. Be convincing and compelling and have a story behind it.

Research the Organization

- Conduct thorough research on the organization beyond visiting the website. Find what has been written about the company from outside sources.
- Check out the [Vault guides](#).
- Use [glassdoor.com](#) for company research and interview prep.
- Prepare questions to ask about the organization during the interview.

Research the Position/Field

- WallStreetOasis Guides are available in the Center for Practical Learning Internship Office.
- Research the career field/position you are pursuing.
- Talk with personal contacts and [alumni](#). This will show initiative and impress the employer that you are serious.

Prepare for Questions

- Review the Interview Questions and prepare answers in advance.
- The University of Pennsylvania has great [interviewing resources](#) on their website.
- Answer questions using specific examples to support your response. Think of the acronym SAR (situation/ action/ result), to focus on specific experiences to support your responses:
 - Situation - describe a situation/conflict/assignment for which you had responsibility.
 - Action - talk about the approach you took to deal with the situation, keep the focus on you.
 - Result - discuss the outcome of your action, making sure to mention accomplishments or improvements resulting from your action.
- Highlight the skills that you have developed that are transferable to the potential employer.
- Speak in positive terms about previous experiences and employers.

- Assume that what you don't tell an interviewer, she/he will not know.
- Do not assume that the interviewer has read your resume in depth.

Practice Interviewing

- Attend an Interview Skills Workshop, they are offered regularly at Career Services.
- Have a friend play the part of the interviewer to enable you to practice your responses; ask for constructive criticism.

Dress for Success

- Interview attire is critical.