

How to Evaluate an Internship Offer

To be certain that you will be receiving quality training and experience in exchange for your time, energy and skills, assess the following information:

- Does the work you will be doing sound meaningful?
- Will the work challenge you in new ways and teach you new skills?
- Are you assigned a direct supervisor who is accessible and willing to meet with you and answer your questions?
- Will you be given opportunities to learn about the career field through your day-to-day activities, informal interviews or shadowing with staff, or by participating in staff meetings and staff trainings?
- Is this an opportunity for you to apply what you have learned in your academic courses?



By asking key questions at the interview, you can learn more about the position before accepting an internship offer:

- Can you give me some examples of the type of work an intern will be doing, such as day-to-day activities and key assignments?
- Will I be supervised? How will my supervisor evaluate me? Will I be meeting with my supervisor regularly?
- Does this internship offer any training? If so, what type of training?
- What do you see as the key benefits of this internship?
- What are the most important qualities you look for in an intern?
- Could you give me an example of an intern whom you thought of as outstanding and what he/she did?
- Are interns included in staff programs such as meetings, seminars or training sessions? Do interns observe site visits or meetings with clients?