# A picture containing logo  Description automatically generated

# **Placement Interview Intern Checklist**

The intern’s first meeting at the internship site is scheduled and accompanied by an Internship Program Advisor. It is generally held between the second and sixth week of the semester and will be approximately 30 minutes in length. The intern should confirm they have received the placement meeting e-mail initially, and then should dress professionally in formal business interview attire. The intern should bring and prepare the following items to the interview:

|  |  |
| --- | --- |
|  | Preparation Materials for Placement Interview |
|  | Three signed copies of the Parent Consent Form |
|  | Three signed copies of the Liability Release Form |
|  | Three copies of the Internship Site S.M.A.R.T. Goals (must be typed into the document) |
|  | Three copies of the intern’s cover letter |
|  | Three copies of the intern’s resume |
|  | Pen and paper for taking notes |
|  | No electronic devices |
|  | FCS and personal calendar to discuss potential scheduling conflicts |
|  | Copies of medical paperwork, if applicable (be sure to keep your originals) |
|  | Now make sets of a copy of each document for the Internship Program Advisor, Site Supervisor, and an extra set for yourself. |
|  | Place each set in a separate professional portfolio folder  |

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Program Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_