



Interview Guide for Hosts:

Below are questions you may find helpful to discuss during interviews. We encourage you to print these lists and annotate them before each interview to ensure nothing is forgotten.

Extern name: _____

Subject(s) taught: _____

School: _____

- Introduce yourself and the organization:
 - Name
 - Title
 - Company overview
- Discuss the project and what both of you are looking to gain from the experience:
 - For example, what will the day-to-day tasks look like?
 - What departments can the extern expect to interact with?
 - How would you describe a successful host & externship relationship?
- Scheduling: Although you may have ballpark dates in mind, we encourage you to remain flexible, after all it is summer break and things tend to come up:
 - Start date: _____
 - End date _____
- Proposed working schedule: For instance, you might prefer 8-hour days for 5 weeks or a part-time schedule for 10 weeks. The agreement should be mutual between the host and extern and remain flexible unless both parties agree otherwise.
- Onboarding: Explain what your organization's onboarding looks like, for example will your extern need a badge, name tag, parking pass, laptop, who the Point of Contact will be, etc.
- Professional expectations: For example, describe the expectations for dress code, office culture, communications styles, etc.
- Logistics:
 - remote, in-person, hybrid. Will there be a need to travel, if so, how often?