



IDAHO
STEM
ACTION CENTER

EXTERNSHIP PROGRAM

Interviewing: Tips, Tricks, and Need-to-Knows for Hosts:

- **Hosts:** You will be provided with a concise selection of candidates, each accompanied by comprehensive dossiers summarizing their applications and work experience. Typically ranging between 3 to 5 individuals, these candidates have been identified as potential fits for your organization, considering various factors.
- The dossiers have been generated by the extern's application results and are unique to each individual.
- Your task will involve contacting these individuals to arrange interviews. You have the option of conducting phone calls or Zoom chats. Please note that educators are typically occupied in the classroom during regular business hours, hence email might be the preferred mode of scheduling.
- Placements are competitive, and offers are made on a first-come, first-served basis. We encourage you to act promptly!
- **Offers & Acceptance:** If you extend an offer to an Extern and they mutually agree, congratulations, you're both matched! The next step is to inform the Program Coordinator so that you can move onto next steps.
- [Visit our Externship page](#) Extern and Host Resources section for an interview template to help you stay organized.

Interviewing: Tips, Tricks, and Need-to-Knows for Externs:

- **Externs:** Once your resumes are sent out, you'll be notified so that you can stay communicative by checking your email, voicemails, and keeping your ringer on when possible! Host sites will reach out to schedule interviews, and we do not disclose where your resumes are sent, as it's at the host's discretion whether to reach out or not.
- **Offers & Acceptance:** It is up to the hosts to extend an offer to you. If you agree, congratulations, you have a placement! Once you've accepted an offer, you won't be allowed to change your mind. This ensures fairness to the host site, avoiding leaving them without an Extern. We aim to offer a fair program with equal opportunities for everyone, which is why the interview process is structured as it is.
- [Visit our Externship page](#) Extern and Host Resources section for an interview template to help you stay organized.