Site Interview Guidelines

HistoryCorps interns represent UCLA and the History Department.

When scheduling the interview, interns should...
- contact the site supervisor using the appropriate e-mail address provided by the HistoryCorps coordinator. Interns should only contact the site after they have received confirmation of their referral.
- use a courteous and appropriate address and signature in all correspondence.
- Be mindful of deadlines and allow adequate time for the interview, deliberation, on-boarding for H-195CE and all paperwork to be completed within given timeframe.

When preparing for the interview, interns should...
- be prepared to discuss their academic and professional background.
- carefully research the site and be prepared to answer questions about their interest in that particular internship.
- develop a strategy to market themselves by explaining how their academic preparation and professional goals align with the mission of the site and the internship requirements.
- prepare to ask thoughtful and meaningful questions. Interviewers love it when interviewees have questions! (e.g. What are some of the challenges that past interns have faced?)

Questions to Ask a Potential Employer in 2017

At the interview, interns should...
- dress in business attire.
- bring their resume, cover letter, and class schedule.
- bring a notepad to jot down information.
- volunteer relevant information.
- show interest and ask questions.
- thank the interviewer for their time.

After the interview, interns should...
- write a thank you letter to the site supervisor within 48 hours of the interview. Thank you letters should express appreciation and interest in the internship based on the criteria discussed during the interview.

During the internship, interns should...
- dress appropriately.
- answer all e-mails and correspond regularly.
- keep regular weekly hours.
- be proactive! Interns are a part of the team and should contribute to the growth and mission of the site by offering their input and ideas when appropriate.