



# HISTORYCORPS

## A Public History Internship Program for UCLA Undergraduates

### 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?) [22 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.