

Interview with Manager/Mentor

This Report is to be prepared by all interns and all interns are required to interview a manager. The report is due at the end of internship period.

***Don't wait until close to the due date. Have your meeting as soon as possible and submit the assignment to your advisor in due course.**

As you know, managers are busy people, so don't be surprised if you find it a little difficult to get this interview set up. That's why you should start working on it immediately and be polite and persistent until you are successful in having the interview.

- You must find an appropriate manager to meet with (it can be your supervisor or another senior manager) and how to schedule the appointment.
- Make sure the manager understands that you are NOT asking for a performance evaluation. You simply need to talk with him or her about the topics of discussion as suggested below.
- Request about 30 minutes for the meeting.

Suggested Questions for Interview:

1. How would you describe your company's culture?
2. How would you describe your management style?
3. What do you most enjoy about working for this company?
4. What characteristics do successful people in this organization possess?
5. What qualities do you seek in new employees?
6. How would you describe the work environment in this company?
7. How would you describe the professional environment here?
8. Do you have a formal training program in this company? Please describe it..
9. Does the company have a policy of promoting from within?
10. What department/functional area has been the major supplier of top management people? Why? (If applicable)
11. On what are salary reviews based (e.g., performance, experience, cost of living)?
12. Describe the relationship that exist between a supervisor and those reporting to him or her.
13. What led you to choose your field of major study?
14. What types of decisions are most difficult for you?
15. What challenges does this position present?