



Apprenticeships in Science and Engineering

How to Select Your ASE Intern

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- STEP 1: Review Your Applications
- STEP 2: Select Your Top Candidates
- STEP 3: Interview Your Top Candidates **Optional, but highly recommended*
- STEP 4: Send ASE Your Rankings by the **DUE DATE**
- STEP 5: Let ASE Communicate Final Placement to Candidates – IMPORTANT!

STEP 1: Review Your Applications

We recommend that you review your applicants early to make sure that you have all the necessary components. All student who have applied to your position will have the following:

- 1) Biographical and demographic information
- 2) A cover letter from the student
- 3) Two adult recommendations
- 4) School transcript(s)*

*Please note that some school transcripts have “void” on them. This is NOT an indication that the transcript is inaccurate, but a watermark from scanning and copying.

- ✓ *ASE does some screening of the applicants, ensuring all required materials are complete and appropriate. If you notice that an applicant is missing materials or does not meet the age, grade or citizenship requirements that you provided in your internship description, please notify us as soon as possible at ASE@saturdayacademy.org*

STEP 2: Select Your Top Candidates

ASE strives to provide mentors with a variety of applicant information to assist in the selection process. Each mentor is free to use personal judgment in determining the specific combination of criteria relevant for ranking applicants.

Typical criteria include:

- Skills and interest level
- Adult recommendations
- Information submitted in the cover letter
- Classes taken or completed
- Grade point average or subject grades
- Volunteer and other extracurricular activities

Some mentors are especially interested in providing experiences for students who belong to groups that have been traditionally underrepresented in scientific, engineering and technical fields.

- ✓ *If your intern will spend a significant portion of the internship working with colleagues, graduate students, and undergraduate students, please consider including them in your selection process.*

STEP 3: Interview Your Top Candidates

While interviews are optional, we highly recommend conducting e-mail, phone, or in person interviews. Interviews can increase the chances of making a strong intern-mentor match and provide you with a better sense of your candidates' abilities, summer schedule, maturity, and other personal characteristics.

- ✓ *Past conversations with our applicants have revealed that they are more likely to feel comfortable and enthusiastic about a specific internship if they've had an interview.*

Setting up interviews:

- Schedule interviews early in the selection period, whenever possible. We have included candidates' anticipated availability for this purpose.
- Consider e-mailing candidates a problem to solve, a request for work samples, a reading with questions, or an assignment as a final selection tool or preparation for an interview.
- For in person or phone interviews, plan for 30-45 minutes, allowing enough time for students to ask questions as well. If possible, provide a short tour of your offices or facilities.

Sample Interview Questions:

What you might ask	Alternate wording
Tell me a little about yourself.	<i>How do you describe yourself to someone new? What are the most important pieces of information you want me to know? What skills and abilities do you have? What are your interests?</i>
What would your teachers or neighbors say about you?	<i>What are your favorite classes or activities? How do you think you come across to others? Are you reliable?</i>
What has been your most rewarding accomplishment?	<i>What are you most proud of in your life to date, be it scholastic, athletic, or personal?</i>
What are your college or career aspirations?	<i>What fields are you interested in studying? Do you have a career in mind or are you still looking?</i>
Do you know what we do here (in this lab, this research group, this company, etc.)?	<i>Have you done any research on the organization? How interested are you in this position?</i>
Tell me about a problem you encountered (in school or in your extra-curricular activities) and what you did to solve it?	<i>How do you think through problems? How do you handle adversity? Are you a creative problem solver? How resourceful are you?</i>
Give me an example of an important goal you had to set, and tell me about the steps you took toward reaching that goal.	<i>Are you motivated? Are you a self-starter? Can you follow through on tasks?</i>

<p>What is your experience level with [insert particular application or tool]?</p>	<p><i>What kind of programming experience do you have? In what capacity have you used Excel?</i></p>
<p>How comfortable are you doing [insert specific tasks]?</p>	<p><i>Task examples: data entry, working with others, working with a team, operating certain tools or equipment, standing for long periods at a lab bench, signing a non-disclosure agreement, etc.</i></p> <p><i>Are there parts of the position description that you are concerned about or less confident in completing? Conversely, what aspects of the position are you most likely to excel at? If your organization has specific safety, confidentiality or security considerations, we recommend discussing those with your applicants.</i></p>
<p>What is your summer schedule like?</p>	<p><i>Are there any potential conflicts in schedule? Are you planning a vacation or a sports camp? If so, do they foresee any issues completing the number of hours required for the internship, i.e.37 full-time days or 296 hours?</i></p>
<p>Do you have any issues with transportation?</p>	<p><i>Are there any logistical issues? Be aware that transportation is up to the student to arrange; for students from low income families, it can be even more of a challenge. It is advised to address their plan for transportation as early as possible.</i></p>
<p>Tell me about a time you had a difference of opinion or conflict in working with others?</p>	<p><i>Are you someone I can work with? Are there any potential problem areas or behavior issues? How do you handle conflict?</i></p>

STEP 4: Send ASE Your Rankings by [DUE DATE]

- Please provide ASE with your top candidates in order of preference. If possible, please rank *at least* three candidates for the number of apprentices you requested. Do not rank any candidates you would not accept.
- If you wish to consider additional candidates, please contact Julia Soto at 503-200-5860.
- Submit your rankings via your dashboard.
- If you anticipate any issues meeting the deadline, please contact Julia Soto at 503.200.5860.

STEP 5: Let ASE Communicate Final Placement to Candidates

Please do not offer or promise your internship to your candidates.

ASE staff members will make the actual internship offer and communicate important program information to students, including any previously indicated mentor requirements for on-boarding such as background checks, drug testing, safety training and ID badges.

Thank you for your support as a mentor!