

# Interview Template for Tekniksprånget candidates

Candidate:

---

Applied internship position:

---

Interviewed by:

---

Date:

---

## Introduction

---

- Briefly introduce yourself and your role
- Explain the structure of the interview, e.g. how much time has been set aside
- Let the candidate know you will ask questions and that they will have time for their own questions later, and ask if they have any questions before you start

*"Welcome! My name is X and I work as X. We have set aside X time for this interview. The purpose of this meeting is for me/us to learn more about you, and for you to find out more about the internship position and get your questions answered. I have prepared some questions, and towards the end you will also have the opportunity to ask yours. Does that sound good? Is there anything you'd like to clarify before we begin?"*

## About the internship position and its tasks

---

- For example: we are looking for a Tekniksprånget intern because we have a need for competence and want to contribute to giving young people a chance to experience working life and gain new experience.
- During the internship, the following tasks are included...

## Application motivation

---

- Tell us why you applied for an internship with us? What in the job posting sounded fun or interesting? What made you curious? Are you familiar with us from before?
- 

## Competencies – experience / knowledge

---

- Tell us what you have studied in upper secondary school. Which subjects have been the most enjoyable?

- Follow-up questions: What is it about those subjects that you find interesting? Can you give an example of a school assignment in that subject that was especially fun? Tell us about something new you learned recently that was particularly interesting.
- 

- What was your extended essay or major project about?
  - Follow-up questions: Why did you choose that topic/task? Briefly describe how you went about doing your work? What was tricky about it? How did you solve it?
- 

- Do you have any other relevant experiences you would like to highlight in relation to the competencies we need – for example a part-time job or involvement in an association?
- 

- Ask further questions about the experience/knowledge that is important for your specific position. For example, if programming skills are required for the role, ask specifically about this. Competence may come from both school and leisure. Questions can be very specific, such as "which programming languages do you have experience with?"
- 

### Personal competencies

---

*"I'm interested in understanding you as a person a little better. The questions I'll ask now are about how you have worked – for example at school – how you have acted, and what you have concretely done. I will ask some follow-up questions and may occasionally need to ask you to be a bit more specific. Is that okay?"*

- What have been your strengths at school? Follow-up: Can you give an example of how it shows that you are X (e.g. curious, quick)?
-

- Choose 3 personal competencies that are important for your specific internship position and ask questions about each. Below are examples:

## 1. Personal competency: Solution-oriented

*Describe a situation where your original plan didn't work. What did you do instead? How did you figure out what to do? What was the result? / Describe a situation at school where you had to solve a problem. How did you handle it? Would you have acted differently if you'd had more time? What was the result?*

## 2. Personal competency: Structured

*Tell us about a slightly larger project you did at school. What were your tasks? What did you do to make the project easier to manage? What did the timeline look like? How did it go?*

## 3. Personal competency: Stress-resilient

*Describe a day when things were unusually stressful at school – e.g. schoolwork or exams. What made the situation unusually stressful? What did you do to handle it? Did you seek support from anyone? How did it go?*

**Selected competency:** \_\_\_\_\_

\_\_\_\_\_

**Selected competency:** \_\_\_\_\_

\_\_\_\_\_

**Selected competency:** \_\_\_\_\_

## Engagement

---

What engages a candidate can be relevant to explore – for example if someone loves reading. It is important to remember, however, that these are personal traits that are not required for all jobs. For some tasks it may be more important to be ambitious, able to carry out routine tasks, or flexible enough to handle several different things at once.

*"I'm curious whether there is something that engages you beyond what we have already talked about – it can be both at school and outside of school in your free time."*

- Is there something you really enjoy doing and that engages you? Is there something that makes you lose track of time?

- \_\_\_\_\_
- What do you think it is that makes it so engaging and interesting to you?

## Closing the interview

---

You now have the opportunity to pick up on anything you may have missed, or check whether the candidate has thoughts or questions they haven't had answered.

*"We're almost done – is there anything you'd like to add that you feel we forgot to ask you about today? Perhaps something you can do or have experience with that you haven't had the chance to share?"*

*Do you have any questions before we finish?*

Finish by explaining what happens next in the recruitment process and thanking them for the interview!