



**AACUC**  
*Reaching Toward the Future*

**African-American Credit Union Coalition**

## *Internship Committee*

### **Preparing for Your Interview**

If you think there's an on-site interview in your future, know what to ask when discussing arrangements with representatives and what details you need to take care of on your own.

#### **When discussing the on-site interview, be sure you:**

- ✓ Verify the date, time, and location.
- ✓ Get the name and phone number for the person with whom you will initially meet, and any other relevant contact information.
- ✓ Ask about anticipated activities the day of your interview.
- ✓ Ask who will make travel arrangements, and how are expenses going to be handled. Transportation from airport to hotel or airport to facility.

#### **Additional things to keep in mind:**

- You might have to make your own travel and hotel arrangements, which may require cash outlay until you are reimbursed by the company.
- Taxis and airport limousines may be costly. Plan to bring available cash with you.
- If you'll be visiting more than one company in the same area, notify each organization and prorate your expenses so that each organization pays only part of the cost of your trip.