

**SEC and ESLP Intern/Coordinator Interview Form  
2012-13 (Proposed for steering/core & future)**

Name:  
Position:  
Year/Quarter:

- 1) How did you learn about this position with our organization?
- 2) What do you know about it? (campus integration, blueprint, funding, mission statement)
- 3) How do your past experiences relate to what you would be working on in the campaign?
- 4) What skills and insight do you hope to gain from this position?
- 5) How do you see this position integrating into your studies at UC Santa Cruz?
- 6) What are your academic and extra-curricular commitments for this quarter/year?
- 7) How do you balance your workload, extra-curriculars, and personal/social life?
- 8) Have you ever worked with a budget? How do you manage it?
- 9) What kind of support and resources do you hope to tie into your position and campaign?
- 10) Do you have any questions about this position?
- 11) If this position gets filled, would you like to learn about other opportunities of involvement within our organization?

***\* We will get back to you within the week after our core and steering meeting.***

***\* Orientation and follow up paperwork will be provided to the intern or hired position within the first week of the offer.***

1. Constitution & mission statement
2. Organization chart and relationships to (SOAR, ESLP/SEC/CSC)
3. Meetings required to attend
4. Retreat requirements
5. Email protocol
6. Cruztime
7. Skills assessment

***\* interview must be done within SEC and ESLP to assess the needs of the organization and provide transparency of student involvement. the interview must be printed and turned into personnel and staff in hard copy for file.***