FREQUENTLY ASKED QUESTIONS
SUMMER INTERNSHIP PROGRAM

1. How many copies of my resume do you need?

Hand them the list of participating offices. Ask them to check off the offices where they may want to work. We need one resume per office and one copy for the file.

2. When are the resumes given to the directors?

The resumes will be given to the directors at the meeting.

3. When is the directors’ meeting?

The directors’ meeting has been set for ______________. Check video bulletin board and flyers in elevators for room, date, and time.

4. What is the directors’ meeting?

The directors from the participating legal services offices come to the meeting to talk about their offices and what they have their interns do. The intern applicants will get a chance to speak informally with them after their presentations. It is best to dress professionally for this meeting as applicant will have a chance to speak with the directors.

5. What happens next?

The directors leave the meeting with their packet of resumes. They will contact the applicant to set up an interview. Applicant interviews with director and if hired, sees Fran to sign contract. This part of the process is strictly between the office and the applicant. Gillis Long has no say in the interviewing and hiring of the applicant.

Miscellaneous answers:

Intern is employee of that office, the office sets the hours. The office and intern set start and end dates. It does not matter to Gillis Long, but, it must be 10 weeks.
If you cannot do a 10 week program, you will not qualify for the internship.
If you want time off during your internship, you have to work it out with your employer and it must also work out that you can do the full 10 weeks.