Internship Exit Interview Form

(To be filled in by Student)
Student’s Name: __________________________________________

Name and Title of Supervisor: ________________________________

Email of Supervisor: _______________________________________

Agency/Organization: ______________________________________

(To be filled in by Supervisor)
Please complete this assessment of performance for the student listed above.

**Basic Information**
Date of Exit Interview: ________________________________

Please list the beginning and end dates of the student’s internship: _________________

How many hours per week did the intern work for your agency? _________________

**Duties and Responsibilities**
Please list the major duties and responsibilities allocated to the student.

1. _______________________________________________________

2. _______________________________________________________

3. _______________________________________________________

4. _______________________________________________________

5. _______________________________________________________
Overall Performance
Please rate the student’s overall performance of the above duties.
Evaluation: □ Excellent □ Good □ Fair □ Unsatisfactory

Work Habits/Style
Please rate the student on the following:

Punctuality? □ Excellent □ Good □ Fair □ Unsatisfactory
Professional attire? □ Excellent □ Good □ Fair □ Unsatisfactory
Written Communication? □ Excellent □ Good □ Fair □ Unsatisfactory
Attention to Detail? □ Excellent □ Good □ Fair □ Unsatisfactory
Works well with others? □ Excellent □ Good □ Fair □ Unsatisfactory
Works well on own? □ Excellent □ Good □ Fair □ Unsatisfactory

Final Comments
Do you have any advice for the intern?

Do you have any comments for Aaron Redman, MPA Career Services Coordinator?

Would you like to be contacted during the next academic year to hire an intern? ____ Yes ____ No
If yes, please check the appropriate terms: □ Fall Semester □ Spring Semester □ Summer Term

Signature of Supervisor

NOTE: Students should turn in the original completed form to Aaron Redman, MPA Career Services Coordinator, and attach a copy to their Internship Paper.