



Public Administration and Policy

School of Public & International Affairs
UNIVERSITY OF GEORGIA

Internship Exit Interview Form

(To be completed by Student)

Student's Name: _____

Name and Title of Supervisor: _____

Email of Supervisor: _____

Agency/Organization: _____

(To be completed 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? _____

Choose one: Unpaid Paid If paid, how much? _____

Duties and Responsibilities

Please list the major duties and responsibilities allocated to the student.

- 1.
- 2.
- 3.

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

Communication?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory
Interpersonal Skills?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory
Attention to Detail?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory
Works well with others?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory
Works well on own?	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Unsatisfactory

Professional Competencies

The MPA curriculum develops students' professional skills in five areas. At the end of the internship, how well-versed is your student in the following areas:

Ability to Lead and Manage in Public Governance

Very Well Prepared Somewhat Prepared Somewhat Unprepared Not Prepared at all Cannot Judge

Ability to participate in the policy process

Very Well Prepared Somewhat Prepared Somewhat Unprepared Not Prepared at all Cannot Judge

Ability to analyze, synthesize, think critically and solve problems

Very Well Prepared Somewhat Prepared Somewhat Unprepared Not Prepared at all Cannot Judge

Ability to articulate and apply a public service perspective

Very Well Prepared Somewhat Prepared Somewhat Unprepared Not Prepared at all Cannot Judge

Ability to communicate with a diverse workforce and citizenry

Very Well Prepared Somewhat Prepared Somewhat Unprepared Not Prepared at all Cannot Judge

Final Comments

Do you have any advice for this 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: Supervisors should email completed form to Aaron Redman, MPA Career Services Coordinator at aredman@uga.edu