



**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 public interest.

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

Ability to participate in, and contribute to, the policy process.

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

Ability to analyze, synthesize, think critically, solve problems, and make evidence-informed decisions in a complex and dynamic environment.

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

Ability to articulate, apply, and advance a public service perspective.

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

Ability to communicate and interact productively and in culturally responsive ways with a diverse and changing workforce and society at large.

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 Brandon Solie, Career Services and Recruitment Assistant Director?

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: Two weeks prior to completing their internship, students should complete the Exit Form with their supervisor and submit via the drop box on ELC Career Services page. Information, like the start and end date, should match the previously submitted approval form. Any questions, please contact Brandon Solie, Career Services and Recruitment Assistant Director [Brandon.Solie@uga.edu](mailto:Brandon.Solie@uga.edu)**