



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.

<input type="checkbox"/> Very Well Prepared	<input type="checkbox"/> Somewhat Prepared	<input type="checkbox"/> Somewhat Unprepared	<input type="checkbox"/> Not Prepared at all	<input type="checkbox"/> Cannot Judge
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Ability to participate in, and contribute to, the policy process.

<input type="checkbox"/> Very Well Prepared	<input type="checkbox"/> Somewhat Prepared	<input type="checkbox"/> Somewhat Unprepared	<input type="checkbox"/> Not Prepared at all	<input type="checkbox"/> Cannot Judge
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Ability to analyze, synthesize, think critically, solve problems, and make evidence-informed decisions in a complex and dynamic environment.

<input type="checkbox"/> Very Well Prepared	<input type="checkbox"/> Somewhat Prepared	<input type="checkbox"/> Somewhat Unprepared	<input type="checkbox"/> Not Prepared at all	<input type="checkbox"/> Cannot Judge
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Ability to articulate, apply, and advance a public service perspective.

<input type="checkbox"/> Very Well Prepared	<input type="checkbox"/> Somewhat Prepared	<input type="checkbox"/> Somewhat Unprepared	<input type="checkbox"/> Not Prepared at all	<input type="checkbox"/> Cannot Judge
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Ability to communicate and interact productively and in culturally responsive ways with a diverse and changing workforce and society at large.

<input type="checkbox"/> Very Well Prepared	<input type="checkbox"/> Somewhat Prepared	<input type="checkbox"/> Somewhat Unprepared	<input type="checkbox"/> Not Prepared at all	<input type="checkbox"/> Cannot Judge
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Final Comments

Do you have any advice for this intern?

Do you have any comments for Tara Lamb, 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: 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 Tara Lamb, Career Services Coordinator, at taralamb@uga.edu.