



Public Administration and Policy

School of Public & International Affairs

UNIVERSITY OF GEORGIA

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.