



Internship Interview Evaluation Form

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 office@urgentinc.org * www.urgentinc.org

Student Name _____

Interviewer Date _____

	Excellent	Good	Average	Below Average	
Applicant's Greeting: Proper introduction. Positive first impression					
Applicant's Appearance: Neat, well groomed Appropriately attired					
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact					
Communication Skills: Proper grammar (standard English) Good pronunciation and enunciation Pleasant voice and tone					
Responses: Responded with appropriate answers* Showed knowledge of program's purpose Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm about involvement in program					
Skills: Showed evidence of career preparation Showed evidence of good work habits Showed evidence of problem-solving abilities					
Close of Interview: Expressed a thank you Concluded interview effectively					
Comments: 					
*Possible Interview Questions: Why should you be considered for an internship? Why did you choose this career field? What career preparation have you already done? Do you have reliable transportation? What are your strengths, weaknesses, goals? How would a teacher/employer describe you?					



“Empowering and Revitalizing Urban Communities”
A 501 (c) 3 community based and development organization

INTERNSHIP MANUAL ACKNOWLEDGEMENT AND RECIEPT

Name: _____

This internship manual has been prepared for your information and understanding of the policies, procedures and benefits of URGENT, Inc.'s Rites of Passage Youth Empowerment Academy Career Development Initiative. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below, and return to the Internship Coordinator by the due date.

I, _____, have received and read a copy of URGENT, Inc.'s Internship Handbook, which outlines the goals, policies, procedures and expectations of URGENT, Inc., as well as my responsibilities as an intern.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Internship handbook provided to me by URGENT, Inc. I understand this manual is not intended to cover every situation, which may arise during my internship, but is simply a general guide to the goals, policies, practices, procedures, benefits and expectations of URGENT, Inc.

Intern Signature

Date

Parent Signature

Date



Intern Probation Notice

Intern Name _____

Site Supervisor/Mentor _____

Internship Site _____

Internship Coordinator _____

Internship Period (Duration) _____

The above-mentioned intern has been put on probation for the following reasons: (check all that apply)

- Site supervisor/mentor request
- Administrator request
- Poor attitude
- Dress code violation
- Lack of cooperation
- Lack of good work ethics
- Failure to take initiative
- Internship documents falsified
- Failure to communicate effectively
- Excessive absences or tardiness from internship site
- Lack of productivity or failure to complete tasks assigned by site supervisor/mentor
- Needs more academic training for this internship experience
- Failure to turn in required program assignments and documentation
- Failure to comply with all rules/regulations of the internship program
- Failure to comply with safety regulations
- Other: _____

Comments: _____

As a result of this probation, the above-mentioned student will be:

- Monitored daily for internship violations
- Required to meet with internship coordinator daily
- Terminated from the internship program if any further violation occurs
- Other: _____

I fully understand the above conditions and agree to cooperate for the best interest of the student.

Intern Signature

Date

Site Supervisor/Mentor Signature

Date

Internship Coordinator Signature

Date



Internship Termination Notice

Intern Name _____

Site Supervisor/Mentor _____

Internship Site _____

Internship Coordinator _____

Internship Period (Duration) _____

The above-mentioned student has been terminated from the internship program for the following reason(s):

This action will result in recommendation for:

_____ Loss of stipend
_____ Other: _____

As a result of this termination, the above-mentioned intern will be:

_____ Withdrawn from internship
_____ Given a new internship site, if available
_____ Other: _____

Intern Signature

Date

Site Supervisor/Mentor Signature

Date

Internship Coordinator Signature

Date

