



## Internship Interview Evaluation Form

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 office@urgentinc.org \* www.urgentinc.org

Student Name \_\_\_\_\_

Interviewer Date \_\_\_\_\_

	Excellent	Good	Average	Below Average	
<b>Applicant's Greeting:</b> Proper introduction. Positive first impression					
<b>Applicant's Appearance:</b> Neat, well groomed Appropriately attired					
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact					
<b>Communication Skills:</b> Proper grammar (standard English) Good pronunciation and enunciation Pleasant voice and tone					
<b>Responses:</b> 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					
<b>Skills:</b> Showed evidence of career preparation Showed evidence of good work habits Showed evidence of problem-solving abilities					
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively					
Comments:   					
<b>*Possible Interview Questions:</b> 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 RECEIPT

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*

