



Evaluation Form: Provider Paid and Non-Paid Internships

Use this form to evaluate the internship experience from the provider's perspective.

Preparation	Yes	No	Notes
I was able to find internship opportunities that matched student(s) interests	<input type="checkbox"/>	<input type="checkbox"/>	
Student(s) had ample resources to develop their resume, cover letter, or one-page profile	<input type="checkbox"/>	<input type="checkbox"/>	
Student(s) were prepared for the application and interview process	<input type="checkbox"/>	<input type="checkbox"/>	
Student(s) received internship offers at the opportunities I matched them with	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery			
Student(s) were prepared for starting work at their internship and knew what to expect	<input type="checkbox"/>	<input type="checkbox"/>	
I maintained contact with the site supervisor to check in about student(s) progress	<input type="checkbox"/>	<input type="checkbox"/>	
Internship site was responsive in their communication with me and giving student(s) accommodations	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic student check-ins were useful and provided me with information about how the internship was going	<input type="checkbox"/>	<input type="checkbox"/>	
Conclusion			
Internship site facilitated an exit interview that provided student with useful information	<input type="checkbox"/>	<input type="checkbox"/>	
Student and employee filled out evaluation forms	<input type="checkbox"/>	<input type="checkbox"/>	
I would consider this job site for a student in the future	<input type="checkbox"/>	<input type="checkbox"/>	



Additional Notes

Action Steps for Students

Action Steps for Provider

Action Steps for Supervisor