

Sample exit interview for site supervisor

Student: Please give this to your site supervisor during your first week and schedule your tentative exit interview and last day of internship. This will allow you to better prepare for your internship experience.

Internship sites are encouraged to schedule exit interviews with their intern to help facilitate the end of the educational hands on experience. All internships come to an end and depending on how well the student performed there may be need for feedback and or praise. Please consider the below steps as you plan for your exit interview with your intern.

When do I schedule an exit interview: When concluding your mid semester check-in with intern, schedule an exit interview with your intern so that both parties are aware of the interns last work day/week and it gives time for both to prepare for exit interview.

Where should I meet with intern: Sometimes the content of an exit interview can contain personal and sensitive content when giving feedback. It is suggested that exit interviews take place in a semi private professional work location/office to allow honest and open dialogue amongst supervisor and intern.

Is it appropriate to go to lunch: If it is office culture to take interns to lunch as a celebratory farewell, that is great! It is always nice to feel appreciated for their work as an intern. **Please keep in mind dietary needs and travel. Keeping the lunch location close or walking distance from the job site might be best if students do not have transportation.

Exit Interview:

Supervisor should give a brief synopsis of interns work, success of project(s), their role within the team and staff feedback working with intern. Supervisor should try to provide intern with at least 1 highlight and 1 reflective experience working with them. The purpose of the exit interview is to give feedback, bring awareness to areas in need for growth, and highlight the interns strengths and positive contribution to the team.

Sample questions for your intern during their exit interview:

1. While working here what did you enjoy and learn through your internship experience?
2. Did you learn any new skills during this internship? If so, please explain.
3. If you had to describe our office culture (team culture) in 5 words what would they be?
4. In terms of awareness and planning for the next intern experience were there any challenges you faced and would you like to discuss? (Please reiterate this is a confidential meeting and the purpose of the exit interview is to gain feedback to better the intern experience.)
5. As a new member to our team, you have fresh eyes regarding our office processes and culture. What are areas or things do you think I may not see? And what are your thoughts on how can we improve?
6. Can you provide some feedback regarding the supervision style you received, what was your experience working with your supervisor? (if this is you, ask how do they perceive your working style and if there was any feedback to better the working relationship between you and the next intern. Ask for examples if necessary)

Conclusion: Supervisor's may want to offer a letter of recommendation if it is appropriate. Remind student that CSUEB will be sending out a survey to both supervisor and student. It is important that both supervisor and intern complete the assessment as the final task of their internship experience.

I have met with and reviewed with my intern the above areas:

Name

Signature

Date