

INTERNSHIP INTERVIEW NOTES (Form C)

Students are required to interview with a minimum of three (3) agencies and complete Internship Interview Notes (form C) for each agency. In addition, a thank you note is to be sent to each interviewer within one week of the interview. Submit an Internship Interview Notes form for each of the three interviews with an attached copy of the thank you note.

Interview Information

Student		Interview Date	
Agency			
Supervisor		Title	
Address			
City		State	Zip
Phone			
E-mail			

Interview Notes

Pros	
Cons	
Overall Impression	

Decision Criteria

Answer the following questions by circling the number that best reflects your impression of the agency. Note that this is not an exhaustive list of decision criteria. Use the following scale:

	1 = Strong No	2 = No	3 = Not Sure	4 = Yes	5 = Strong Yes
Accessibility (e.g., commute time, public transportation)	1	2	3	4	5
Professional Development Opportunities (e.g., networking, mentorship)	1	2	3	4	5
Social Environment (e.g., friendly, supportive, professional)	1	2	3	4	5
Physical Environment (e.g., workspace, computer)	1	2	3	4	5
Accomplish Internship Goals/Objectives	1	2	3	4	5
Other:	1	2	3	4	5
Other:	1	2	3	4	5

Note: Remember to send a thank you note within one week of the interview and attach a copy to this form.