

# CO-OP/STUDENT INTERN: Experience Assessment

This form is to be completed by the Co-Op/Student Intern



Mid Term    Final

**PURPOSE:** For the Intern/Co-op to provide the City of Cincinnati with feedback on his/her experience working within the City. This document will be assessed cumulatively and used by the City to improve our standards and quality of the Intern/Co-Op Program. The Intern/Co-Op and their Supervisor discuss a blank copy of this document at Orientation and work to develop a solid understanding of roles and responsibilities. A copy of this completed Assessment should be reviewed and maintained by all affected parties so that there is a clear understanding of the midpoint and outcome of the experience.

**INSTRUCTIONS:** Please complete each area below and rate each section based on an answer which closely reflects your experience with the City of Cincinnati. Please Print Clearly!

**Intern Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Educational Institution:** \_\_\_\_\_ **Department/Divisions Worked:** \_\_\_\_\_

**Intern's Supervisor Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**What resources did you use to find this Intern/Co-Op opportunity? (Check all that apply)**

- City Internet Site     My school's career services     Job Internet Site     A City Employee     Other

**For each criterion below please put an "x" in the coordinating rating level.**

- Excellent (Consistently exceeds expectations)
- Good (Sometimes exceeds expectations)
- Average (Meets expectations)
- Poor (Rarely meets expectations)
- N/A Not Applicable (Not applicable to internship experience)

Program Evaluation	Excellent	Good	Average	Poor	N/A
I was given an Orientation into my department and into City government.					
I was offered assignments that provided me insight into my field of interest and study.					
I had opportunities to utilize my skills, education and experience in my assignments.					
I received technical training related to my coursework.					
The level of responsibility I was given correlated with my ability and comfort level.					
I was provided supervision over my role and projects.					
My supervisor was accessible and willing to help me.					
My supervisor provided me with ongoing feedback on my performance and abilities.					
My co-workers were welcoming and engaging.					
My co-workers helped in my goals to achieve a meaningful learning experience.					
My level of responsibility grew with my development.					
<b>Technical and Interpersonal Skills developed:</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Technical skills related to my education					
Writing and verbal communication skills					
Problem-solving for a variety of settings					

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Critical-thinking skills					
A better understanding of government operations and systems					
A better understanding of how public policy is shaped					
Presentation skills					
Interpersonal/Employee relations skills					
Interdepartmental communications skills					
<b>My Overall Internship/Co-Op Experience:</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Supported my career choice interest					
Inspired me to consider a different career path					
Allowed me a personal critique of department/division work					
Challenged me with a variety of career-building tasks					
Enabled me to provide and receive feedback					
Helped me develop networking opportunities					
Prepared my skills that will help when I enter the workforce					
Met my educational goals for a Co-Op/Intern experience					
<b>Overall performance of the experience:</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>

Additional Comments:

1) Would you work for the supervisor again? Why? Why Not?

2) Would you work for the department again? Why? Why Not?

3) Would you recommend this department/the City to other students looking for an internship? Why? Why Not?

4) What would be your suggestions for improvements associated with your responsibilities, work environment, communication etc.?

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5) Was your work related to your educational goals? Please provide two (2) examples:

6) In what area would you have liked to have done more work? Why? Why weren't you able to?

7) What do you feel you contributed to the division and employees with whom you worked?

8) What are some key areas you developed during your experience with the City organization?

9) List two (2) areas where you learned or were challenged the most during your internship.

Intern's Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

HR Liaison Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Thank you for completing this assessment. Your comments will assist the City with improving experiences for future students. Please return this assessment to your departmental HR Liaison for data collection.**