

Sample Exit Interview

Student Name: _____

Department: _____

Supervisor Name: _____

Job Title: _____

Hire Date: _____

1. What learning lessons will you take by the end of this internship experience?

2. In this section, please rate the following statements:

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree
I was treated like a valuable member of the team.	☐	☐	☐	☐
My immediate supervisor gave me frequent performance feedback.	☐	☐	☐	☐
My job duties and responsibilities were clearly defined.	☐	☐	☐	☐
I received the proper training in order to perform my job effectively.	☐	☐	☐	☐

3. Did you receive the proper support from the staff to do your job ?

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Not Applicable
Supervisor	☐	☐	☐	☐	☐
Coworkers	☐	☐	☐	☐	☐
Leadership/Upper Management	☐	☐	☐	☐	☐

4. Which specific training do you feel was the most beneficial in supporting you with your job responsibilities?

5. How can we improve the training offered to new interns?

6. What is one skill that has improved as a result of you working here?

7. What was your favorite part about your internship?

8. In what ways was your work rewarded or recognized?

9. Would you recommend this internship experience to another student? Why?

10. Did the organization help you in preparing for your future career? How?

Any additional comments or suggestions?

Today's Date: _____