

Orion Talent Internship Handbook



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Commitment to Diversity & Inclusion:

Orion Talent is an equal opportunity employer. Orion Talent does not discriminate in employment of account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.



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Preface

An alternate title for this handbook could be “*Everything a SkillBridge Intern and Orion Supervisor Needs to Know for a Successful Internship Experience.*” The servicemember uses it while preparing for the internship experience and during the actual performance of the internship. One or more staff at Orion Talent may have need for this guidebook. In particular, the worksite supervisor to whom the intern reports on a daily basis can use this guidebook to understand their evaluation and reporting responsibilities.

Terms and Definitions

Competency Matrix – OSD/DoD SkillBridge Recommendation. MS Excel workbook outlining the competencies associated with the intern’s role. It is completed by the supervisor no later than 1 week before the start of the internship and stored on the SkillBridge Share Point.

Goals and Learning Outcomes Form – Orion Talent SkillBridge Recommendation which feeds program metrics/reporting requirements. A form co-written by the intern and the supervisor and submitted within the first week of the internship.

Intern – the servicemember who’s gained command approval and applied/interviewed/offered an internship within a specific business unit at Orion Talent.

Internship – the on-the-job work experience taken by the servicemember lasting no less than 90 days but no longer than 180 days in duration.

Program Manager – the Orion employee responsible for marketing or soliciting internship opportunities, primary liaison with major installations, recruiting/pipelining Interns, collecting supervisor and intern feedback and reporting SkillBridge metrics to the OSD/DoD SkillBridge Program.

Servicemember’s Final Evaluation – Orion Talent SkillBridge Requirement which feeds program metrics/reporting requirements. A MS Form completed by the servicemember at the end of their internship.

Supervisor – the full time professional at Orion Talent to who is responsible for the intern/servicemember training and development and day-to-day supervision and performance.

Supervisor’s Monthly Evaluation – MS Form to be completed by the intern’s supervisor on the monthly anniversary of the intern’s start date.

Training Schedule – OSD/DoD SkillBridge Requirement. MS Excel workbook outlining the intern’s schedule for training and education. It is completed by the supervisor no later than 1 week before the start of the internship and stored on the SkillBridge Share Point.



Introduction

The purpose of this handbook is to clarify the requirements of the internship and the responsibilities of the parties who are involved. The internship is a two-way partnership with the service member who is interning and the supervisor who is providing the internship opportunity at Orion Talent. This handbook provides the service member and supervisor with a template to facilitate a productive and educational work experience. The internship is a beneficial part of the service member's transition process which formally integrates the service member's experience and future career aspiration with a practical, on-the-job work experience with a cooperating supervisor. This is an opportunity for the servicemember to formally meld interest, experience, and practice in his or her chosen career path in the business unit (s) associated with the Talent and Staffing Industry.

Portrait of a Successful Internship

A successful internship is measured by the servicemember's success at performing the job responsibilities of the internship position and developing professional competencies gained through a real-world working experience while positively contributing to Orion Talent's business objectives. This success enables the service member to build meaningful work experience, strengthen resumes, and ideally attract Orion Talent's interest in hiring them upon completion. Performance is both the service member's ability to achieve results and his/her behaviors exhibited on the job. Orion Talent's Monthly Evaluations take both factors into account. Both service member and supervisors should review the behavior-base criteria of these evaluations to understand the expectations for success.

Job responsibilities are what the servicemember needs to get done. The supervisor and the servicemember need to work together to make sure these responsibilities are clearly defined. These are defined on the Intern's Job Description and on the Goals and Learning Outcomes form at the beginning of the internship. Critical competencies are how servicemembers succeed at their responsibilities. Examples of critical competencies include working with people, organizational effectiveness (the ability to get things done within an organization), applied learning (the ability to apply learning to the job), and fostering open communication. Although many of these are learned and understood from military experience, there is no question that the servicemember will receive the most benefit by applying these competencies in a new career-oriented environment during the internship.

Prerequisite Requirements

Servicemembers may begin their internship after the following requirements have been met:

1. Be approved by their command for a minimum of a 3 months/90 day internship
2. Apply for an Orion Talent SkillBridge Internship
3. Be paired with a supervisor at Orion Talent
4. Supervisor submits training plan and competency matrix

The Internship from Orion Talent's Perspective

An internship is an extremely flexible program which is to all participants' benefit. The internship is an on-the-job assignment which integrates the concepts from industry standards with the practical experience. Internships may be arranged: in person, hybrid (remote/in person) or fully remote. In accordance with Orion Talent's agreement with the OSD/DoD SkillBridge Program, all internships are unpaid, full time (not to exceed 40 hours each week) and not be exceed 180 days or 6 months in duration. All internships at Orion Talent will be at least 3 months/90 days in length.

It is important to point out the benefits for the supervisor involved in internship programs:

1. The servicemember involved are highly motivated, eager to learn, intelligent, dependable, and aspiring—they are "high yield" employees whose contagious enthusiasm can motivate present employees.



2. Using interns can make for more economical use of professional employees by providing release time from routine, incidental, and less demanding assignments.
3. The business unit can experiment with new positions without making expensive, long-range commitments.
4. Internship programs provide an excellent source of skilled, temporary personnel.
5. Interns can provide full time or continuous coverage of positions throughout the year.
6. Internship programs provide an effective and economical recruiting device for obtaining proven talent.
7. Business units can make internships the basis for management development programs. Transitioning servicemembers who have interned with Orion Talent *have the potential require* less job orientation and training, have reduced turnover rates, are more loyal, and progress faster and further than employees who have not interned.
8. It is a way of keeping up with new methods, theories, and concepts related to a business unit.
9. It provides the opportunity to promote Orion Talent on installations through servicemember networks - goodwill ambassadors and "image builders."
10. Closer and better relationships and communication between installation transition centers and our organization can be developed to the advantage of service members seeking employment in the private sector.

Orion Talent's DoD SkillBridge Internship Program Operation

Locating Internships within Orion Talent

The servicemember is responsible for applying for internship positions at Orion Talent and may leverage network contacts to initiate a conversation about a potential internship opportunity within an Orion Talent Business Unit. Seeking, applying for, and obtaining employment are professional skills which servicemembers need to learn. The servicemember should not go about this blindly. The servicemember should visit with his/her installation transition assistance office, which offers workshops on interviewing, writing resumes, and, potentially, how to get the most out of an internship experience. It will not be acceptable for a servicemember to have a relative as a supervisor or superior for obvious reasons. Orion Talent will advertise internship opportunities at approved installations, on its website and on social media.

To Apply

Interns apply directly at orientalent.com/dodskillbridge/. The Orion Talent SkillBridge Program Manager will select candidates/servicemembers to interview with an Orion Talent business unit supervisor according to Orion Talent's business units' needs and the servicemember's interests. Once a supervisor is identified, the supervisor sets the intern's work environment parameters (in-person, hybrid, fully remote). Orion Talent business units may also solicit and screen applicants to match the needs and abilities of their business unit and the servicemembers in making mutually beneficial arrangements. However, for tracking purposes servicemembers must still formally apply directly before being formally accepted into the Orion Talent DoD SkillBridge Program.

Types of Internships

Depending on the business needs. Orion Talent will offer internships in a variety of business units to include Business Development, Sales, Recruiting, Human Resources, Marketing, Accounting/Finance and Information Technology. The job will permit a variety of contacts through actual job rotation or observation without reducing the servicemember's value to Orion Talent. Most importantly, the job must be related to the servicemember's career aspirations. However, the servicemember should be accepted only if s/he is able to perform on-the-job adequately as any other new employee would be expected to perform. The best internship would be for the servicemember to quickly learn the fundamentals of the job, take on additional/advanced responsibilities, and culminate in a management experience or project related to the role. After servicemembers complete the internship experience, their goal is to interview for a position at Orion Talent. The



servicemember should ask the following questions to determine if a given job/internship at Orion Talent is suitable for an internship. If the answer is “no” to any of these then it probably is not appropriate.

1. Does the job description contain technical and/or management skill requirements? For example, will the servicemember use their experiences from their military service or education to perform the job satisfactorily?
2. Can the job be considered extremely desirable or even necessary for entrance into or for successful progression in the career for which the servicemember is preparing? In other words, will the servicemember be given the opportunity to exercise supervision, experience job rotation, or work on special projects which will enable them to observe a variety of facets of the company and the industry?
3. Would the servicemember accept a full-time job offer for a position like that of their immediate supervisor?

Business Unit Internship Opportunities

Orion Talent will offer internships in the following areas. Please check orientalent.com/dodskillbridge/ for a list of current intern openings and minimum requirements.

- Business Development
- Sales
- Marketing
- Marketing – Web Development
- Recruiting – Full Cycle
- Recruiting – Sourcing
- Recruiting – Technician
- Information Technology
- Accounting/Finance
- Human Resources
- Recruitment Process Outsourcing (RPO) – High Volume Recruiter
- RPO – Recruitment Operations Administrator
- RPO – Associate Recruiter

The Intern’s Responsibilities

On the Job

While on the job, the intern will be regarded as a regular employee of Orion Talent. All company regulations, all conditions of health and safety, and all legal requirements will apply to the intern. Each intern is expected to act in a professional manner which reflects his/her status as an employee and intern and in the best interest of fellow employees and interns. Unethical or undesirable conduct exhibited while on the internship assignment may result in dismissal from the company. Since interns are currently servicing on active duty and are entitled to full pay and benefits, there will be no monetary remuneration comparable to other employees of similar experience and seniority. Since the intern is not a “regular” or permanent employee, the servicemember is not eligible for health insurance and other benefits of “regular” employment except for time off during Federal Holidays.

Goals and Learning Outcomes

It is the intern’s responsibility to meet with their worksite supervisor and complete the Goals and Learning Outcomes Form (over MS Forms) before beginning the internship but no later than the completion of the first week of work.



Supervisor's Monthly Evaluations

Evaluations of the intern will be made by the intern's worksite supervisor on the monthly anniversary of the intern's start date. The evaluation will be submitted over MS Forms. Supervisors will receive an email reminder two days before intern's monthly anniversary.

When a supervisor agrees to take on an intern, part of the agreement includes requiring the worksite supervisor to perform the monthly evaluations in a timely manner. Regardless of how hectic schedules can become, the intern and the supervisor needs to make sure these evaluations are done at the proper times.

Servicemember Evaluation of Internship

Each intern is to complete the Servicemember Evaluation of Internship summarizing, evaluating, and discussing the internship experience. The Servicemember Evaluation of Internship is submitted via MS Forms no later than two weeks after the last day of employment. Items addressed on the Servicemember Evaluation of Internship include:

1. Supervision
2. Project accountability and outcomes
3. Opportunity to learn technical and/or managerial skills
4. Suggestions for improvement
5. Overall rating of the corporate internship

The Supervisor's Responsibilities

There is no binding contract and the intern is not obligated in any way to accept employment with the company upon internship completion. Neither is Orion Talent obligated to offer employment to the intern upon completion of the internship. In all cases, the intern is to be considered an employee and should be held responsible for performing the assigned duties in a satisfactory manner.

All company regulations, all conditions of health and safety and all legal requirements apply, and any company policy violations should be handled in the usual manner. While interning s/he is classified as a servicemember of the Federal Government subject to all applicable regulations. Thus, there is a servicemember-parent command relationship as well as an employee-supervisor relationship. The relationships co-exist and do not interfere with each other. It is an amicable arrangement which is of benefit to all parties.

The greater the variety of work experience afforded the intern, the greater will be the opportunity for learning. Scheduled job rotations and involvement in special projects are a desired means of acquiring wide experiences during limited employment.

The business unit/supervisor is responsible for writing the **job description** and developing a **competency matrix** and **education/training plan** for their desired Intern roles BEFORE an intern can be onboarded for an internship. These documents must be submitted to the Orion Talent SkillBridge Share Point and reviewed by the Program Manager.

Job Description

Each business unit requesting internship participation must produce a job description for the intern. Job descriptions are the catalyst for advertising and soliciting internship participation. Once an intern is identified and selected, the job description is used to develop the **Goals and Learning Outcomes Form, Education/Training Plan, and Competency Matrix**. A template is provided using the example for an Account Executive.



Goals and Learning Outcomes Form

The purpose of this form is to define the job responsibilities and set clear expectations for the servicemember in the internship. These will form the basis of the **Supervisor's Monthly Evaluations** and thus offer the intern feedback based on performance against the goals.

The worksite supervisor and the intern must meet to complete the **Goals and Learning Outcomes** form via [MS Forms](#) before beginning the internship but no later than the completion of the first week of work. It is the intern's responsibility to provide a written form and write a preliminary draft before meeting with the supervisor.

Education/Training Plan

This Education/Training Plan helps supervisors create a plan and schedule for your intern's specific educational activities such as classroom training, online training, and assessments. The first 4 weeks should be structured as skills are gained and organizational understanding increases, the structure of the intern's activities can and should become for normalize to that of a fully indoctrinated employee. A template is provided using the example for a Recruiter. *The education/training plan is an OSD/DoD SkillBridge requirement and is subject to audit.*

Competency Matrix

A **Competency Matrix** helps supervisors' catalog and define the competencies that are important for your business unit/intern role. These competencies align to the job role requirements and expectations for which the supervisor is training intern participants so they can successfully complete the internship and potentially gain employment. The **Goals and Learning Outcomes** and **Training Plan** should be based on the **Competency Matrix** for the intern's position. The intern's position should be closely aligned to or based off a current or future salaried position at Orion Talent. *The Competency Matrix is an OSD/DoD SkillBridge Requirement and is subject to audit.* A template is provided using the example for a Recruiter.

Supervisor's Monthly Evaluations

An evaluation of the intern must be made if the program is to be meaningful; therefore, the worksite supervisor is asked to submit monthly evaluations via [MS Forms](#). The monthly evaluation should be completed on the monthly anniversary of the intern's start date. The evaluation forms are self-explanatory and are included at the end of this handbook. The supervisor is encouraged to meet with the intern and discuss the intern's work performance after completion of each evaluation. The intern needs to know how well they are doing.

Instructions for Completing Forms

All forms associated with the internship are provided in this handbook as a preview but will be submitted via MS Forms.

Goals and Learning Outcomes Form

Meet with the worksite supervisor and complete the Goals and Learning Outcomes form before beginning the SkillBridge Internship but no later than the completion of the first week of work. If these job responsibilities change during the internship, please make every effort to keep this document up-to-date; resubmit when changes are made. An example of the content of this Form is provided at the end of the handbook, however, it will be completed online via MS Form.

Supervisor's Monthly Forms

The monthly evaluation should be completed on the monthly anniversary of the intern's start date via MS Forms.

Servicemember Evaluation of Internship

The servicemember should be completed at the end of their internship but no later than two weeks from the end of their internship via MS Forms. The Program Manager continually monitors the quality of internships at Orion Talent to ensure the servicemembers who intern are gaining the necessary depth and breadth of business unit skills. Additionally, Orion Talent is responsible to the OSD/DoD SkillBridge Program on metrics related to its program. The servicemember may share



his/her Servicemember Evaluation of Internship with his/her supervisor. The Program Manger may choose to share part or all of the evaluation with the supervisor in order to assist Orion Talent's business units in enhancing the experience for future interns. An example of the content of this evaluation is provided at the end of the handbook, however, it will be completed online via MS Form.

Human Resources

Servicemember interns are subject to the following Orion policies; they should be reviewed by all interns at the start of their internship.

Leaves of Absence

If a need should arise during the internship for the intern to take a leave of absence (bereavement, birth, illness, pre-planned vacation, etc.). The intern should communicate directly with his or supervisor (and notify their chain of command to ensure their location and duty status is properly recorded); reference installation or service specific MOUs for amplifying information. Interns should minimize time away from the internship/work environment to the greatest extent possible to get the most out of their internship experience.

Holidays

The following holidays are observed at Orion Talent. As a federal/military employees Interns may be eligible for additional holidays. If the Intern intends on observing Federal/Military Holidays, they should notify their supervisor at Orion Talent at least two weeks in advance.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Veteran's Day – Half Day – (November 11)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

Employment

- [Nature of Employment](#)
- [Employee Relations](#)
- [Equal Employment Opportunity](#)
- [Business Ethics and Conduct](#)
- [Law Supremacy](#)
- [Conflicts of Interest](#)
- [Non-Disclosure](#)
- [Disability Accommodation](#)
- [Adverse Action Guidelines](#)

Employment Status & Records

- [Reference Checks](#)
- [Absence without Notification](#)

Work Conditions and Hours

- [Workplace Violence Prevention](#)
- [Use of Phone and Mail Systems](#)
- [Computer and E-mail Usage](#)
- [Distracted Driving](#)
- [Use of Equipment](#)



- [Internet Usage](#)
- [Workplace Monitoring](#)
- [Adult Entertainment](#)
- [Infectious Disease Control Policy](#)

Employee Conduct and Disciplinary Action

- [Employee Conduct and Work Rules](#)
- [Drug and Alcohol Use](#)
- [Attendance and Punctuality](#)
- [Personal Appearance](#)
- [Return of Property](#)
- [Solicitation](#)
- [Resignation](#)
- [Harassment and Discrimination](#)
- [Security Inspections](#)
- [Progressive Discipline](#)
- [Social Media](#)



Internship Goals & Learning Outcomes

Intern's Name: _____

Internship Job Title: _____

Purpose of this Form: To define the job responsibilities and set clear expectations for the internship. This form should be completed the first week of the internship. These in turn will be the basis of the **Supervisor's Monthly Evaluations** which are part of the final grade.

Directions to the Intern: Meet with your worksite supervisor and complete this job evaluation before starting but not later than the completion of the first week of the internship. If these job responsibilities change substantially, update this document and resubmit via MS Forms. In your weekly reports and supervisor check-ins you will reflect on the items listed below.

Directions to Supervisor: Please spend some time clearly defining the responsibilities and goals for the internship. Formally listing these will insure that the intern, the supervisor, and Orion Talent are in agreement.

Job Responsibilities. List the roles, activities, and duties that the intern will be performing.

- 1.
- 2.
- 3.
4. (Add more numbers as needed.)

Successful Results. List the desired results, expected deliverables, and goals accomplished that would denote successful completion of internship.

- 1.
- 2.
- 3.
4. (Add more numbers as needed.)

Professional Development. List any job-specific skills or knowledge that the intern will need to successfully perform the above. Also list any training that is planned to gain these skills or knowledge.

- 1.
- 2.
- 3.
4. (Add more numbers as needed.)

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____

When completed the worksite supervisor needs to have a copy for completing the midterm and final evaluations.



Supervisor's Monthly Evaluation

Intern's Name: _____

Criteria	(A) Excellent	(B) Above Average	(C) Average	(D) Below Average	(F) Poor
Attendance & Punctuality	<input type="checkbox"/> Perfect attendance, often arrives to work early, but always is on time; communicates schedule changes to supervisor when appropriate; balances work and schools schedule effectively; highly dependable	<input type="checkbox"/> Exhibits some A and C behaviors	<input type="checkbox"/> Missed some work days, most excusable; occasionally shows up late on few occasions; communication on schedule to supervision needs improvement; school schedule creates noticeable conflicts with work schedule	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Misses an extensive amount of work for inexcusable reasons; often arrives to work late; schedule is not communicated to supervisor
Job Preparation & Utility of Work	<input type="checkbox"/> Works to gain clear understanding of role task/expectations from supervision before work starts; often exceeds expectations performing job responsibilities; shows initiative to promote/implement new ideas; produces high quality of work; meets agreed upon deadlines, often finishing ahead of schedule; efficiently uses time and resources to get things done	<input type="checkbox"/> Exhibits some A and C behaviors	<input type="checkbox"/> Meets expectations on job tasks; sometime misses deadlines, but often for excusable causes; produces average quality of work	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Does not meet expectations; cannot be trust to perform job tasks without constant supervision; often misses deadlines; produces a low quality of work; wastes time and resources
Ability to Learn on the Job & Work Attitude	<input type="checkbox"/> Works with high degree of confidence; learns tasks quickly; approaches work challenges with a positive, can-do attitude; takes initiative to seek needed training without guidance; often contributes new ideas	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Learns task with extra coaching/monitoring; response to training slowly; maintains a positive attitude through most challenges; hesitant to take risks and try new tasks	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Does not respond to training; shows little interest to learn; rebels against certain job tasks, constantly questions authority with little tact
Ability to Work Independently	<input type="checkbox"/> Self-sufficient; works independently while using supervision effectively for checkins and guidance; needs little or no monitoring to keep performance on schedule; exhibits initiative to improve without coaching; performs necessary job task with little direction	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Often needs extra guidance to perform tasks effectively; some monitoring to keep performance on schedule; performs tasks only when directed; does only what is necessary to get the job done right	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Cannot be trusted to work alone; needs constant supervision to keep on schedule; shows no initiative to perform
Communication Skills	<input type="checkbox"/> Speaks, writes, and comprehends technical ideas clearly and professionally; chooses the appropriate communication vehicle	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Written and/or verbal skills inhibits performance; hesitates to contribute ideas within teams; often only communicates	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Blatantly avoids communication; puts forth little effort to communicate with others; rejects feedback for others;



	given the situation (for example, face-to-face, e-mail, voice mail); communicates effectively within a team environment; encourages, accepts and considers feedback from others; shares information and viewpoints openly and directly; involves the right people to obtain needed information		when questioned; uses written communication to avoid face-to-face communication; provides limited feedback to others		misuses written communication tools (email); avoid face-to-face communication
Personal Relationship and Human Relation Skills	<input type="checkbox"/> Often facilitates effective interaction and contribution of team members; welcomes and acknowledges others ideas and input.; tailors behavior/ communication approaches to fit different team members; contributes productively to group outcomes; works with others to reach agreement; leaves a positive impression with others	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Contributes to team interaction in a limited fashion; works with others to the level the job requires; sometimes avoids situations that may produce conflict and/or sometimes ineffective with others that have different personalities or viewpoints; leaves a reserved impression with others	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Avoids working with others when possible; contributes little to team interaction and outcomes; not willing to consider differing points of view; leaves a negative imp
Personal Appearance	<input type="checkbox"/> Exhibits a very professional image. Follows company guidelines on dress code.	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Follows company guidelines on dress code occasionally; sometimes needs reminders to comply.	<input type="checkbox"/> Exhibits some C and F behaviors	<input type="checkbox"/> Exhibits an unprofessional image; ignores dress code.
Overall Rating	(A) Excellent	(B) Above Average	(C) Average	(D) Below Average	(F) Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. What are the intern's strong points?

2. What can the intern do to improve his/her performance towards meeting the goals of the internship?

3. Additional comments:

The content of this report should be discussed with the intern.

Date of Evaluation: _____

Supervisor's Name (Please print or type): _____

Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____

This form must be signed by your supervisor.



Servicemember Evaluation of Internship

Intern's Name _____

Department _____

Name of Supervisor _____

Criteria	(A) Excellent	(B) Above Average	(C) Average	(D) Below Average	(F) Poor
Supervision	<input type="checkbox"/> Supervisor/professional assists with learning and provides resources daily	<input type="checkbox"/> Supervisor exhibits some A and C characteristics	<input type="checkbox"/> Supervisor/professional assists with learning and provides resources weekly	<input type="checkbox"/> Supervisor exhibits some C and F characteristics	<input type="checkbox"/> Supervisor/professional rarely assists with learning and provides too few resources
Project Accountability	<input type="checkbox"/> Intern is given primary accountability for project and deliverable is checked by a professional	<input type="checkbox"/> Accountability exhibits some A and C characteristics	<input type="checkbox"/> Intern is given some accountability (50 to 75%) for project and deliverable is partially or not reviewed	<input type="checkbox"/> Accountability exhibits some C and F characteristics	<input type="checkbox"/> Intern is given too little (less than 50%) accountability of project; professional ends up performing job tasks
Project Outcomes	<input type="checkbox"/> Project outcome is deemed a successful delivery in terms of schedule, cost, quality, safety, customer satisfaction, functionality, and other project objectives	<input type="checkbox"/> Outcome exhibits some A and C characteristics	<input type="checkbox"/> Project outcome meets some of the project deliverables	<input type="checkbox"/> Outcome exhibits some C and F characteristics	<input type="checkbox"/> Project outcomes do not meet project deliverables or intern's project does not complete
Opportunity to Learn about Business Unit _____	<input type="checkbox"/> Learning of _____, _____, skills is exceptional with all learning objectives and goals met	<input type="checkbox"/> Learning exhibits some A and C characteristics	<input type="checkbox"/> Learning of _____, _____, skills is average with half of the learning objectives and goals met	<input type="checkbox"/> Learning exhibits some C and F characteristics	<input type="checkbox"/> Learning of _____, _____, skills with few of the learning objectives and goals met
Overall Rating	(A) Excellent <input type="checkbox"/>	(B) Above Average <input type="checkbox"/>	(C) Average <input type="checkbox"/>	(D) Below Average <input type="checkbox"/>	(F) Poor <input type="checkbox"/>

1. What are the internships strong points?
2. What can the company or supervisor do to improve their performance towards meeting the goals of the internship?
3. Additional comments:

The intern may discuss the content of this report with the company supervisor.

Date of Evaluation: _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____

Intern's Signature: _____ Date: _____

