

Sample Internship Exit Interview

Schedule the interview in advance to give the student opportunity to prepare thoughts and questions. Avoid scheduling on the student's last day on the job so that there is time to take care of any issues that may arise.

Exit Interview Steps:

1. Explain the purpose of the exit interview
2. Encourage the student to be as candid as possible
3. Explain that you will be taking notes
4. Begin with less sensitive questions to put the student at ease
5. Ask the student if he/she has any remaining questions or suggestions for improving the internship program
6. Receive back Host property such as building access card, etc.
7. Conclude by thanking the student for his/her time and honesty

Questions:

1. Did you feel the work was a valuable experience in relation to your studies?
2. Were you given responsibilities enabling you to apply knowledge and skills?
3. Were you allowed to take the initiative to work beyond the basic requirements of the job?
4. Did the Host and/or supervisor work with you regularly? Were they available to answer questions when necessary?
5. Briefly note new skills, techniques and knowledge gained in this position.
6. Discuss the weak points of your internship experience and ways they may be improved.
7. Discuss the strong points of your internship experience.
8. Was there anything that was not covered that should have been covered in the internship program?
9. If you had any aspect of your internship to do over, what changes would you make?
10. Would you recommend this internship to other students?

Include any other comments you would like to write down: