

Dear Internship Business Partner,

Please interview the CIBACS intern as you would any prospective employee and then give advice for the student where applicable. The student should take notes in the section below the line.

Intern Name _____

Mentor Name _____

Business Name _____

Mentor Signature _____

Date ___ / ___ / ___

TO BE COMPLETED BY STUDENT:

First Impression

Punctuality
Attire and/or makeup
Hair, fingernails, teeth, etc.

Facial expression and body language
Confidence (voice, handshake, etc.)

Advice for Improving First Impression:

Résumé and Cover Letter:

Organization
Thoroughness (development of the individual)

Accuracy (grammar, punctuation)
Creativity (eye-catching, unique)

Advice for Improving Résumé and/or Cover Letter:

Interview Answers:

Enthusiasm
Confidence
Professionalism

Sincerity
Inflection and Volume of Voice
Completeness and Accuracy of Responses

Advice for Improving Answers to Specific Questions:
