

SAN FRANCISCO STATE UNIVERSITY
Department of Recreation, Parks, and Tourism

INTERNSHIP INTERVIEW NOTES – Form E

Students are required to interview with a minimum of three (3) agencies and complete an Internship Interview Notes form for each agency. In addition, a thank you note is to be sent to each interviewee within one week of the interview. Submit an Internship Interview Notes form for each interview (a minimum of three) and a copy of each thank you note.

Interview Information

Student:		Date of Interview:	
Supervisor:		Title:	
Agency:			
Address:			
City:		State:	Zip:
Phone:			
E-mail:			

Interview Notes

Pros	
Cons	
Overall Impression	

Answer the following questions by circling the number that best reflects your impression of the agency. Note that this is not an exhaustive list of decision criteria. Use the following scale:

5 = Strong Yes 4 = Yes 3 = Not Sure 2 = No 1 = Strong No

Accessibility (e.g., commute time, public transportation)	5	4	3	2	1
Professional Development (e.g., networking, mentorship)	5	4	3	2	1
Social Environment (e.g., friendly, supportive)	5	4	3	2	1
Physical Environment (e.g., workspace, computer)	5	4	3	2	1
Accomplish Internship Goals/Objectives	5	4	3	2	1
Other:	5	4	3	2	1
Other:	5	4	3	2	1

Note: Remember to send a thank you note within one week of the interview, and submit a copy.