


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 Ashlyn Szabo

Mentor Name Nicole Messick

Business Name Hawes Elementary School

Mentor Signature 

Date 12 / 15 / 22

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:

- kept good eye contact
 - confident
- * really liked how I gave examples with my answers

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:

- very great answers, really impressed
 - didn't say anything bad, all positive
- * said I was very professional