



Public Health
Prevent. Promote. Protect.

Boone County Health Department

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The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.

Boone County Teaching Health Department (BCTHD) Mentorship Initiative Internship Exit Interview Policy

Purpose: Each student participating in the BCTHD Mentorship Initiative will have the opportunity to reflect on their experience with the department and provide feedback on strengths of the program as well as opportunities for improvement. Exit Interviews are to be scheduled in advance and questions below emailed out to give the student opportunity to prepare thoughts and questions. Exit Interviews should be conducted by the BCHD staff member who was designated as the student's staff mentor.

Exit Interview Steps and Guidance for BCHD staff mentor:

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 mentorship program
6. Receive any BCHD property that was loaned to the student over the course of their internship
7. Conclude by thanking the student for his/her time and feedback

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 staff 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 share in the space provided below:

This policy was adapted from the Fellowship of Evangelical Churches Internship Exit Interview form:

<http://www.fecministries.org/img/Resource/IRPexitinterview.pdf>

BCTHD Mentor Evaluation of Student Intern

The intern participated in the writing of the lesson plan: Yes No

The intern completed all projects outlined in the workplan on time: Yes No with adjustments

Reason adjustments were made to work plan: N/A

At any time did intern express concern about assignment/project being too much work for the time you were with BCTHD? Yes No

The intern submitted weekly time sheet/activity log in a timely manner: Yes No

The intern exhibited professional behavior at all times: Yes No

The intern worked well with others: Yes No

Intern demonstrated effective interpersonal communication skills in all professional situations: Yes No

The intern applied ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities: Yes No

Intern was self-motivated; sought out challenges; approached and solved problems on their own: Yes No

Intern was reliable, followed instructions and appropriate procedures, and was attentive to detail: Yes No

Intern was receptive to constructive criticism and advice from mentor: Yes No

Intern was coachable when he/she encountered difficulty with an assignment? Yes No

The intern asked questions and sought input from others in the health department: Yes No

The intern uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information: Yes No

Intern was comfortable with data gathering/research to inform options for policies, programs, and services: Yes No

Intern is comfortable conveying data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters): Yes No

Intern communicates in writing and orally with linguistic and cultural proficiency: Yes No

Intern's work was thorough, accurate, and completed in a timely manner Yes No

Intern developed innovative and creative ideas, solutions, and/or options: Yes No

Intern has expressed interest in professional development (e.g., training, mentoring, peer advising, coaching): Yes No

Intern participates in professional development opportunities: Yes No