

# **Initial Placement Meeting Rubric**

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| --- | --- | --- | --- | --- | --- |
| Intern’s name |  | School |  | Date |  |

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| --- | --- | --- | --- | --- | --- | --- |
| # | Category | Excellent9-10 points | Good6-8 points | Fair3-5 points | Poor1-2 points | Comments |
| 1 | Interview attire and grooming |  |  |  |  |  |
| 2 | Attendance and punctuality |  |  |  |  |  |
| 3 | Mannerisms (handshake, eye contact, etc.) |  |  |  |  |  |
| 4 | Resume |  |  |  |  |  |
| 5 | Cover Letter |  |  |  |  |  |
| 6 | Completed part 1 of Internship Goals sheet (should reflect research of site) and brought calendar of activities or time conflicts for the semester (both personal and FCS) |  |  |  |  |  |
| 7 | Knowledge of site and site supervisor |  |  |  |  |  |
| 8 | Questions answered and asked |  |  |  |  |  |
| 9 | Timely and efficient response to career advisor’s communication prior to interview |  |  |  |  |  |
| 10 | Note taking during interview (conveying an interest and careful attention to details the site supervisor communicates with intern during interview) |  |  |  |  |  |

 Internship Program Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total points earned: \_\_\_\_\_\_\_\_\_\_