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# Municipal Internship Program for Administrators

# Interim Report Questions for Supervisors

# In accordance with the conditional grant agreement, your Interim Report is due after the first six months of the internship. There are two components to this report: 1) program activities to date, and 2) program evaluation.

# Program Activities to Date

1. Overall, what has been your experience with the Municipal Internship Program to date (i.e., things you didn’t anticipate, things you would have done differently, positive events, challenging situations, etc.)?

[Type text]

1. How have you and your intern managed the expectations of the Workplan? What aspects of the Workplan have been completed? What challenges have you found with completing the Workplan? What suggestions do you have to improve or enhance the Workplan?

[Type text]

1. Are there any functional areas you would like to see added to the Guidebook? What would they be and why would they be important to add?

[Type text]

1. What are the main activities you and your intern are planning for the next six months?

[Type text]

**Program Evaluation**

1. What was your feeling about the intern selection process? Did you have any concerns or difficulties? Should you be involved in the program again, would you change anything about how you conducted your selection or provide any advice to other host municipalities?

[Type text]

1. How did the candidates meet the attributes you were looking for in an intern? Is there other information that could be provided by candidates that would make the selection process easier?

[Type text]

1. Have the meetings with program staff and other supervisors and interns been of value (i.e., Orientation, Executive Week, site visits)? How have the meetings benefited you? Do you have any suggestions that would make the meetings more valuable?

[Type text]

1. Are there any enhancements to the Municipal Internship Program we should consider in the future?

[Type text]

1. Any other comments?

[Type text]