

WHAT

A newly redesigned internship assessment focusing on six categories: **Collaboration**, **Communication**, **Problem Solving**, **Initiative & Self-Direction**, **Social Awareness**, and **Planning for Success**. Supervisors will complete this new assessment for each participating intern at the conclusion of the internship.

WHEN

Internships taking place Summer of 2022

RESOURCES

- ✓ [Step-by-Step Guide](#)
- ✓ [How to Complete the Internship Assessment](#) (video)
- ✓ [Internship Assessment Sample](#)
- ✓ [Internship Assessment Notes](#)
- ✓ [Intern Skills Self-Assessment](#)

TIMELINE

| Date | Item | Time |
|--------------------|---|-----------------------|
| May – June 2022 | <ul style="list-style-type: none">Attend Supervisor Training session | 60 minutes |
| First Week | | |
| May – July 2022 | <ul style="list-style-type: none">Watch the How to Complete the Internship Assessment video to familiarize self with assessment and platformReview the Step-by-Step GuideAssign intern Skills Self-Assessment | 10 minutes |
| Final Week | | |
| June – August 2022 | <ul style="list-style-type: none">Receive email with internship assessment linkComplete and submit the Internship Assessment for each intern supervisedComplete post assessment survey | 10 minutes per intern |
| August 2022 | <ul style="list-style-type: none">Participate in end of pilot focus group | 45 minutes |

FAQ

When will the assessment be available?

An email with directions and a link to the individual student's assessment will be emailed to the supervisor a week before the internship end date.

When will the assessment need to be completed?

The assessment should be completed no later than one week after the last day of the internship.

Can I use the same link for multiple students?

No, the email and link are specific to each student. The supervisor will receive an email and link for each individual student they are supervising.

What happens if I don't complete a student's assessment?

The student would not receive credit for their internship. The student receives credit for their internship when the supervisor completes an assessment, **AND** the student completes 80+ hours of the internship.

Do I need to share the assessment scores with the student?

It is not required but HIGHLY encouraged to review the student's scores with them before submitting. This allows the student to receive feedback and ask questions similar to any real-world employee performance review.

What does the "intern's overall career readiness level" mean on the internship assessment?

The intern's overall career readiness level is an average score of their skill level. It is automatically populated in the internship assessment platform and can be changed by adjusting the rating of any of the skill elements. The intern's career readiness level does not affect whether the student receives credit for their internship.

What happens if the intern doesn't complete the internship?

If a student doesn't complete the internship, you should notify your program lead immediately so they can let NAF know the intern is no longer in the program. An internship assessment does not need to be completed for an intern no longer in the program.

What happens if the intern misses a handful of days and therefore does not meet the minimum internship time requirement of 80 hours?

This can be noted when you are reviewing the intern information at the start of the internship assessment. If a student missed time throughout the internship experience and doesn't meet the minimum time requirement, you will change the intern's hours to *0 to 39* or *40 to 79* and continue filling out the internship assessment. See the How to Complete the Internship Assessment video or [Step-by-Step Guide](#) for more information.

Do I have to take the post assessment survey more than once?

No, if a supervisor has more than one student, they will need to complete the internship assessment for each student, but they only need to complete the survey once, after the first assessment.

CONTACT

Please contact Stephanie Lapera (slapera@naf.org), WBL Manager at NAF with any questions related to the internship assessment pilot.