



Thank you for your interest in hosting a Training Futures intern! The internship is the capstone experience for Training Futures Trainees, giving them the opportunity to apply the skills they learned over the past 16 weeks in the classroom to a professional workplace, adding value and gaining confidence. The goal of the internship is twofold:

1. Provide motivated, administrative talent for a 3-week period to our business partners
2. Give Trainees the opportunity to apply what they've learned to a professional environment and gain critical experience and confidence to be competitive in the job market

Our goal is to ensure a fulfilling experience for the intern and internship host. In order to do this, we consider the culture and scope of work of each internship provider alongside the trainees' skills, work styles and career goals. For us to make the best possible placement for you and your organization, please provide as much information as possible.

### Logistics

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Internship Job Title: \_\_\_\_\_ Internship Supervisor: \_\_\_\_\_

Does your company require a background check? (circle one) Yes No

Does your company require a drug test? (circle one) Yes No

Does your company require a TB test? (circle one) Yes No

Will your intern need to attend a company orientation? Yes No If yes, how far in advance of the internship? \_\_\_\_\_

Does your company require U.S. citizenship? (circle one) Yes No

To whom should the intern report on the first day and where should s/he find that person? \_\_\_\_\_

\_\_\_\_\_

## **Culture**

On a scale of 1 – 5, please choose the numerical value that best answers the following questions about office culture.  
“1” represents “none/not at all” while “5” represents “a lot/very.”

- 1) How loud, active or distracting will the intern’s work area be?    1      2      3      4      5
- 2) How much supervision will the intern have in their day-to-day workload?    1      2      3      4      5
- 3) How repetitive and routine will the interns work load be from day to day?    1      2      3      4      5
- 4) How much creativity, free thought or critical thinking will be required?    1      2      3      4      5
- 5) How much customer service and interaction with critical stakeholders will there be?    1      2      3      4      5
- 6) Is there anything else we should know about your company culture? Please explain: \_\_\_\_\_

## **Scope of Work**

In the section below please:

- Provide a percentage estimate of *time to be spent* in each of the task categories
- Check off all *tasks to be done* in each category

### **Communications/Personal Contact tasks \_\_\_\_\_%**

- \_\_\_\_ Reception desk
- \_\_\_\_ Telephone (Number of lines \_\_\_\_\_)
- \_\_\_\_ Contact with other departments/management (information, requests, etc.)
- \_\_\_\_ Customer Service
- \_\_\_\_ Bilingual (Spanish \_\_\_\_\_, French \_\_\_\_\_, Other \_\_\_\_\_)
- \_\_\_\_ Other (please explain)

### **Computer-based Tasks \_\_\_\_\_%**

- \_\_\_\_ Word Processing/Typing
- \_\_\_\_ Envelopes and/or Labels
- \_\_\_\_ Database maintenance (updates, entries, deletions, etc.)
- \_\_\_\_ Database queries (items, accounts, etc.)
- \_\_\_\_ Internet/On-line Research
- \_\_\_\_ Handling E-mail (distribution, priority order, respond freeform)
- \_\_\_\_ Microsoft Excel
- \_\_\_\_ Microsoft Access
- \_\_\_\_ Microsoft PowerPoint

### **Assistive Tasks (Please no more than 50%) \_\_\_\_\_%**

- \_\_\_\_ Photocopy
- \_\_\_\_ Filing
- \_\_\_\_ Facsimile
- \_\_\_\_ Other (please specify)

### **Special Projects \_\_\_\_\_%**

Please describe:

### **Employee Shadowing \_\_\_\_\_%**

Position:

What is the possibility that this internship could turn into a job? (*please mark*)    \_\_\_\_ Good    \_\_\_\_ Possibly    \_\_\_\_ Unlikely

Thank you again for your interest in hosting an intern!

With questions, please call: Julie Mullen (571) 748-2628 or email [jmullen@nvfs.org](mailto:jmullen@nvfs.org).

Please return this form to Julie Mullen at [jmullen@nvfs.org](mailto:jmullen@nvfs.org)