

ECCO SUMMER INTERNSHIP READINESS ASSESSMENT

Interviewer Name: _____ Interviewer Business: _____

Intern Name: _____ School Name: _____ Academy/Pathway: _____

(Please circle one score for each question)

| JOB READINESS QUESTIONS: | Clear, Professional Answer | Adequate Answer | Additional Support Required |
|---|---|----------------------------|--|
| 1. Tell me about yourself. | 2 | 1 | 0 |
| 2. Why do you want an ECCO internship and what do you hope to gain from this opportunity if you are accepted? | 2 | 1 | 0 |
| 3. What are your strengths? | 2 | 1 | 0 |
| 4. Can you tell me about a difficult situation you faced while working in a team? How did you resolve that? | 2 | 1 | 0 |
| 5. Please give me an example of a time when you have shown dedication to something important. | 2 | 1 | 0 |

(Please circle one score for each category)

| PROFESSIONALISM: | Professional | Adequate | Additional Support Required |
|-------------------------|---------------------|-----------------|------------------------------------|
| Smile/Friendliness | 2 | 1 | 0 |
| Eye Contact/Posture | 2 | 1 | 0 |
| Handshake/Tone of Voice | 2 | 1 | 0 |
| Dress/Personal Hygiene | 2 | 1 | 0 |
| Resume | 2 | 1 | 0 |

| FINAL ASSESSMENT (please check all that apply): | | COMMENTS: |
|--|--|-------------------------|
| <input type="radio"/> | ★ GOLD STAR! I must have him/her as my intern! | _____ _____ _____ |
| <input type="radio"/> | GREEN LIGHT: Student is ready for an Internship or Job! | _____ _____ _____ |
| <input type="radio"/> | YELLOW LIGHT: Student was adequate, but may need some coaching | _____ _____ _____ |
| <input type="radio"/> | RED LIGHT: Student needs support from a community organization | _____ _____ _____ |

**THANK YOU FOR
SUPPORTING OUR ECCO
SUMMER INTERNS!**



| FOR INTERNAL USE ONLY |
|---|
| <i>Job Readiness Scoring:</i> _____ |
| <i>+ Professionalism Scoring:</i> _____ |
| = Total of _____ / 20 |