

Exit Interview Template for Interns

Personal Information

Name

Department / Team

Internship Duration

Feedback

Briefly describe your main tasks/responsibilities

Were your expectations met during the internship? Why or why not?

What new skills or knowledge did you gain?

How would you rate the support/guidance from your supervisor?

How would you describe the team environment?

Suggestions & Overall Experience

How could we improve our internship program?

Would you consider working here in the future? Why or why not?

Other comments or suggestions