



Collegian Mock Interview Evaluation

Company Name: _____ Date: _____

Interviewer: _____

Intern Name: _____

This was interview #1 ___ 2 ___ 3 ___

KEY:

- 5 = Strongly Agree
- 4 = Agree
- 3 = Neutral
- 2 = Disagree
- 1 = Strongly Disagree
- 0 = Not Applicable

Evaluation	Rating
The intern arrived to the interview on time	
The intern presented themselves appropriately during the interview	
The intern demonstrated an understanding of job responsibilities	
The intern adequately answered all questions	
The intern demonstrated an understanding of the field of work	
The intern was able to utilize examples from their past work experience and internship	
The intern was able to speak on their success and why they would be successful in the position	
Based on this interview, I would request another interview with the intern	
Based on this interview, I would extend a job offer to the intern	

Please describe one of the intern’s responses that was exemplary.

Please describe an area of focus for the intern prior to their next mock interview:

Please share any additional feedback for the intern:

Please return both sides of this form to intern for submission or submit directly to:

Boys Hope Girls Hope of Colorado- Colorado

Emily Falkner

3090 S Jamaica Ct. #212

Aurora, CO 80014

Email to: EFalkner@BHGHC.org

Sample Pitch Email

[Name of Contact or Organization],

I hope you are well. I'm reaching out to connect with you about Boys Hope Girls Hope's new internship program! These collegians are bright, motivated, and outstanding young Coloradans. This program connects collegians to local organizations.

Boys Hope Girls Hope is a national 501 (c) 3 committed to helping academically motivated high school and college collegians rise above disadvantaged backgrounds. Our goal is to assist collegians earn a high school diploma, entry into college, and a college degree through mentoring, tutoring, and scholarship.

Internship programs benefit both the collegian and organization – your company would be developing the young minds of our community, while also receiving assistance with your own mission. We place collegians strategically in internships that allows them to apply their studies to professional settings where they hope to build a career.

Do you have time in the next few weeks to learn more about this? I would like to explore next steps for a partnership. Please send over a few available times and I will work around you.

Best,

Stacey Baum/Mary Fran Tharp

Sample Partnership Acknowledgement

[ADRESSEE]

Re: Internship Program Acknowledgement

Dear _____:

Thank you for your commitment to the Boys Hope Girls Hope of ColoradoDenver (BHGCO) Internship Program! This letter will serve to set forth BHGCO's expectations of you as an Internship Program employer.

Program Guidelines

As part of your orientation to the program you have received BHGCO's Program Guidelines. The Program Guidelines are an integral part of the Internship Program. You have already received and should have reviewed the Program Guidelines prior to committing to take on a collegian. The Program Guidelines set forth your requirements as an employer in the Internship Program.

Internship Structure

Thank you for committing to provide an internship to a BHGCO collegian [or more than one]. Each internship should last a minimum of [100] hours and provide meaningful opportunities for the collegian[s] to learn about your business. The Program Guidelines set forth important milestones for the program structure, including evaluations, mock interviews, and your collegian's capstone presentation to BHGCO.

BHGCO Support

The BHGCO Post-Secondary Program Manager is available for questions or concerns, and welcomes your feedback. Please reach out to her at any time. BHGCO asks that you participate in a program evaluation at the end of each internship.

Acknowledgment

[BUSINESS NAME] acknowledges that it has received and reviewed the Program Guidelines, and agrees to abide by them. [BUSINESS NAME] understands that collegians are merely student participants in BHGCO programs, and are not BHGCO employees or agents, and have no authority to act on behalf of BHGCO. [BUSINESS NAME] is not providing any monetary compensation to BHGCO for its participation in the Internship Program.

[BHGCO Signature Block]

[Business Signature Block]

Business Feedback Survey

Intern's Name: _____ Date: _____

Sponsor Company: _____

Evaluation By: _____ Email: _____

KEY:

- 5 = Outstanding Top of the line - a definite "keeper".
- 4 = Very Good - Among the top 20% of hires.
- 3 = Average - Performance on par with other hires.
- 2 = Fair - Performance is less than normally expected.
- 1 = Poor - Unacceptable performance.
- 0 = Not Observed - Insufficient basis for rating.

Evaluation	Rating	Comments/Examples (optional)
Ease of working with Boys Hope Girls Hope of Coloradoto initially partner on this program		
Ease of working with Boys Hope Girls Hope of Coloradoto schedule interns		
Amount of communication you received from Boys Hope Girls Hope of Coloradoabout your intern/experience		
How useful was the Program Outline - and did it explain your organization's responsibilities?		
I understood the expectations of an internship program with Boys Hope Girls Hope.		
Satisfaction level of your intern's overall performance		

Satisfaction level of your intern's attitude and demeanor		
Using the scale, how likely are you to offer this intern a full-time position, should one be available?		
How likely are you to hire additional Boys Hope Girls Hope of Coloradointerns in the future?		
How likely are you to recommend another business to hire a Boys Hope Girls Hope of Coloradointern?		

1. Do you have any businesses that we can connect with about partnering?

2. Please share feedback on what this internship program has done well:

3. Please share areas of opportunity for this internship program:

Sample Press Release

PRESS RELEASE - Boys Hope Girls Hope of Colorado of Colorado Announces Internship Expansion

Boys Hope Girls Hope of Colorado of Colorado will be placing XX number of students into internship programs with plans to expand to XX by year XX

DENVER - DATE

After XXX years of serving the youth in Colorado, Boys Hope Girls Hope of Colorado (BHGHCO) of Colorado is expanding their internship programs with the goal to place all XX of their collegians in an internship prior to graduation by the year 20XX.

With the mission to nurture and guide motivated young people in need to become well-educated, career-ready men and women, BHGHCO helps students graduate high school, gain entry into college, and prepare for professional opportunities after graduation. INSERT quote from student

These internships will focus on applying classroom learnings in practical settings, but also allow students to practice the professional and networking skills that are instrumental in building lasting careers. INSERT quote from Mary Fran on internship importance. One of those professional skills interns will develop is the art of interviewing as they undergo a series of three mock interviews during their time, allowing students to gain insight into how they would compare once graduation rolls around.

BHGHCO will be partnering primarily with businesses in the STEM, Healthcare, Tourism/Hospitality, Finance, & Construction industries to align with student interest. Note from business on partnership.

If you are interested in hosting an intern, please contact - NAME & EMAIL ADDRESS

Internship Program on Social Media

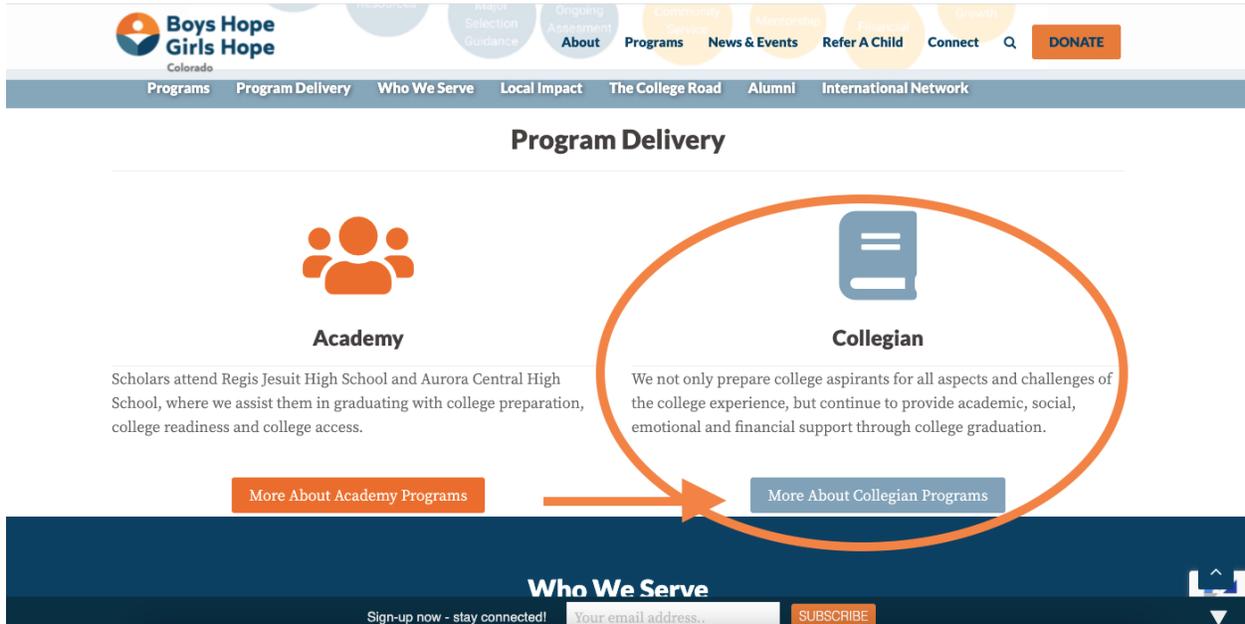
BHGHCO should use their platforms to expand internship opportunities and attract potential partnerships. Their network likely has a wide reach across many industries of interest to collegians and BHGHCO should market to engage with this. As the internship program continues to grow, the chance to record and tell collegians stories, experiences, & successes should be built into the program. The below are examples of possible content areas:

- Announcement blasts:
 - EX. "We know that the classroom is different from the real world. Our collegians focus on their studies first, but in order to be prepared for their careers post graduation, work experience is integral in their development. How do they gain that experience and the competitive edge when job searching? Internships! Our newly launched internship program will focus on partnering with local businesses to ensure that our of all our collegians are able to complete an internship prior to graduation."
- Announcing a new partner example:
 - Ex. "When we asked our collegians their career aspirations, the resounding answer was ENGINEER. So we're thrilled to announce our newest partnership with ENGINEERING FIRM. They've been leaders in their industry for 20 YEARS and are hosting two of our BHGHCO collegians this summer as interns. Some projects they'll be working on are XYZ. Thanks, ENGINEERING FIRM, for your commitment to investing in our youth, preparing them for success in their future careers."
- Collegian's goal setting
- Day in the life of an intern
- Interviews post internship: Where are they now
- Marketing to businesses: why a career ready workforce matters

Suggested Website Updates

1) Programs Website Update <<https://BHGHCOLORADO.org/programs/>>

Under Collegian tab link to secondary page



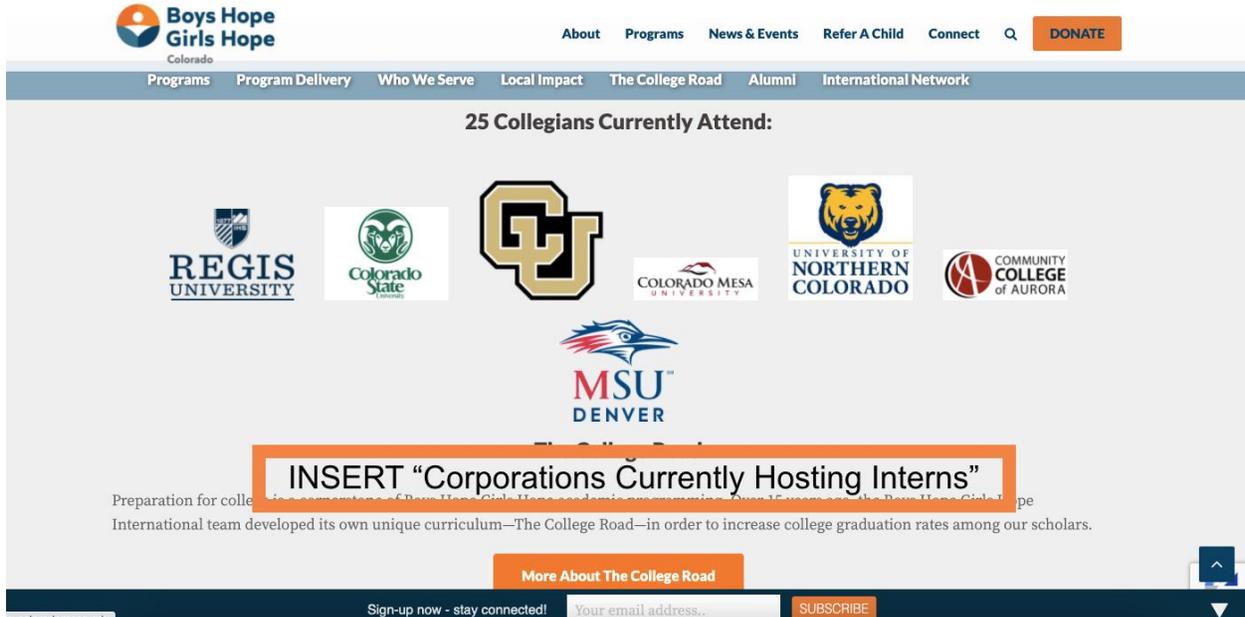
Enabling students with career-ready skills is a key pillar in the mission of Boys Hope Girls Hope of ColoradoColorado. Internships provide an important opportunity for college students to gain on-the-job experience, grow their network, develop industry insight, and prepare for life after graduation. Collegians will attend a BHGHCO orientation that will include an overview of the company where the collegian was placed including, but not limited to, the industry, operations, size and scale of their company, department where the collegian will primarily work, and the position the collegian will fill. Collegians will receive real world experience including mock interviews and evaluations for collegians to gain confidence.

In order to participate in the Boys Hope Girls Hope of ColoradoInternship Program and have access to internship connections, collegians must maintain a 3.0 grade point average each semester and a minimum of at least 9 credit hours per semester. Collegians will work with the Boys Hope Girls Hope of ColoradoColorado Coordinator to place within their area of study.

Refer a child <[link](#)>

2) Below the Program Delivery Section on the Programs Page:

Refer a child <[link](#)>



2021 Corporations hosting interns (corporation logos in alpha order below are examples only)



Corporations: Host an Intern <insert link>

Either create an autofill page with company contact info or a link to email the Coordinator positions