Abode

RESOURCE GUIDE

SURVEY TEMPLATES

The 10 Surveys Every Early Talent Team Needs



Table of Contents

Intern Recruitment and Interview Feedback.....2
Intern Onboarding Feedback..... 4
Swag Size Collection..... 6
Intern Skill Development and Growth Feedback..... 8
Intern Event Preferences.....10
Post-Event Feedback..... 12
Dietary Restrictions / Allergies Information.....13
Midpoint Evaluation..... 14
Final Evaluation..... 17
Manager Feedback on Internship Program..... 20

Intern Recruitment and Interview Feedback

Instructions: Please rate your experience on the following statements using a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree. Feel free to provide additional comments for each question if needed.

Clarity of Job Description:

The job description provided clear information about the responsibilities and requirements of the intern position.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Communication during the Application Process:

The company communicated promptly and effectively regarding the status of my application and next steps.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Interviewer Preparedness:

The interviewers were well-prepared and demonstrated a good understanding of the company and the intern role.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Interview Experience:

The interview process provided a fair and comprehensive evaluation of my skills and qualifications.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Feedback and Follow-Up:

I received constructive feedback after the interview, and the company followed up in a timely manner.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Additional Comments:

Please share any additional thoughts or suggestions you have regarding the intern recruitment and interview process.

Intern Onboarding Feedback

Instructions: Please rate your experience on the following statements using a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree. Feel free to provide additional comments for each question if needed.

Effectiveness of Orientation:

The orientation process provided a clear understanding of the company's values, goals, and expectations.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Clarity of Role and Responsibilities:

The onboarding process effectively communicated my role, responsibilities, and how they contribute to the overall success of the team.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Training and Development Opportunities:

The company provided sufficient training and development opportunities to help me excel in my role.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Accessibility of Resources:

The resources (e.g., documents, tools, mentors) provided during onboarding were easily accessible and helpful.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Support and Integration into the Team:

I felt welcomed and supported during my onboarding, and the process facilitated integration into the team.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Additional Comments:

Please share any additional thoughts or suggestions you have regarding the intern onboarding process.

Swag Size Collection

Instructions: Please provide your size information for the following items.

T-Shirt Size:

Please indicate your preferred T-shirt size.

1 Extra Small (XS)

2 Small (S)

3 Medium (M)

4 Large (L)

5 Extra Large (XL)

6 XXL

7 XXXL

Hoodie/Sweatshirt Size:

Please indicate your preferred hoodie or sweatshirt size.

1 Extra Small (XS)

2 Small (S)

3 Medium (M)

4 Large (L)

5 Extra Large (XL)

6 XXL

7 XXXL

Bottom Size:

Please indicate your preferred bottom size.

1 Extra Small (XS)

2 Small (S)

3 Medium (M)

4 Large (L)

5 Extra Large (XL)

6 XXL

7 XXXL

Intern Skill Development and Growth Feedback

Instructions: Please rate your experience on the following statements using a scale of 1 to 5, where 1 is strongly disagree and 5 is strongly agree. Feel free to provide additional comments for each question if needed.

Relevance of Assigned Tasks to Skill Development:

The tasks and projects assigned during the internship were relevant to my professional development and helped me enhance my skills.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Opportunities for Learning and Training:

The company provided sufficient opportunities for learning and training, such as workshops, seminars, or online courses.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Feedback on Performance:

I received constructive feedback on my performance that contributed to my skill improvement and growth.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Support for Skill Development Goals:

The company actively supported my individual skill development goals, providing resources and guidance.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Perceived Personal Growth:

I feel that my skills and knowledge have grown significantly during the internship.

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

Additional Comments:

Please share any additional thoughts or suggestions you have regarding skill development and growth during your internship.

Intern Event Preferences

Instructions: Please rate your interest in the following types of events using a scale of 1 to 5, where 1 is not interested and 5 is very interested. Feel free to provide additional comments for each question if needed.

Professional Development Workshops:

1 (Not Interested)

2 (Slightly Interested)

3 (Neutral)

4 (Interested)

5 (Very Interested)

Networking Events:

1 (Not Interested)

2 (Slightly Interested)

3 (Neutral)

4 (Interested)

5 (Very Interested)

Social Gatherings (e.g., Happy Hours, Team Outings):

1 (Not Interested)

2 (Slightly Interested)

3 (Neutral)

4 (Interested)

5 (Very Interested)

Community Service Activities:

1 (Not Interested)

2 (Slightly Interested)

3 (Neutral)

4 (Interested)

5 (Very Interested)

Industry-specific Events or Conferences:

1 (Not Interested)

2 (Slightly Interested)

3 (Neutral)

4 (Interested)

5 (Very Interested)

Additional Comments:

Please provide any additional comments or suggestions related to the types of events you would like to see during your internship.

Post-Event Feedback

Instructions: Please rate your satisfaction with the recent event using a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied. Feel free to provide additional comments for each question if needed.

Overall Satisfaction with the Event:

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

Effectiveness of Event in Meeting Objectives:

1 (Very Ineffective)

2 (Ineffective)

3 (Neutral)

4 (Effective)

5 (Very Effective)

Additional Comments:

Please share any additional thoughts or suggestions you have regarding the recent event.

Dietary Restrictions / Allergies Information

Instructions: Please provide information about any dietary restrictions or allergies you may have. If none, please mark as N/A.

Dietary Restrictions:

[Open-ended text box for dietary restrictions]

Allergies:

[Open-ended text box for allergies]

Additional Comments:

Please share any additional information or specific considerations regarding your dietary preferences.

Midpoint Evaluation

Instructions: Please take a moment to reflect on your internship so far and provide your honest responses to the following questions.

How would you describe your overall experience during the first half of your internship?

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

Have you achieved the goals and objectives set for you at the beginning of the internship? If not, please explain.

1 (Not at all)

2 (Partially)

3 (Somewhat)

4 (Largely)

5 (Completely)

Reflect on the skills you aimed to develop during this internship. Which ones have you improved upon, and which ones do you still feel require additional attention?

[Open-ended text box]

How would you rate your level of satisfaction with the guidance and support provided by your supervisor and the team?

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

In what ways have you contributed to the team and the projects you've been involved in?

[Open-ended text box]

Are there any challenges or obstacles you have encountered that you would like assistance or guidance in overcoming?

[Open-ended text box]

Reflect on your time management skills. Have you been able to effectively prioritize tasks and meet deadlines? If not, what improvements do you plan to make?

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

How comfortable do you feel in seeking feedback from your colleagues and superiors? Are there specific areas in which you would like more feedback?

1 (Very Uncomfortable)

2 (Uncomfortable)

3 (Neutral)

4 (Comfortable)

5 (Very Comfortable)

Has the internship met your expectations, and if not, what adjustments or improvements would you suggest?

[Open-ended text box]

Looking ahead to the second half of your internship, what specific goals would you like to achieve, and how can we support you in reaching them?

[Open-ended text box]

Final Evaluation

Please take a moment to reflect on your internship and provide your honest responses to the following questions.

How would you describe your overall experience during the internship?

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

Have you achieved the goals and objectives set for you at the beginning of the internship? If not, please explain.

1 (Not at all)

2 (Partially)

3 (Somewhat)

4 (Largely)

5 (Completely)

Reflect on the skills you aimed to develop during this internship. Which ones have you improved upon, and which ones do you still feel require additional attention?

[Open-ended text box]

How would you rate your level of satisfaction with the guidance and support provided by your supervisor and the team?

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

In what ways have you contributed to the team and the projects you've been involved in?

[Open-ended text box]

Are there any challenges or obstacles you have encountered that you would like assistance or guidance in overcoming?

[Open-ended text box]

Reflect on your time management skills. Have you been able to effectively prioritize tasks and meet deadlines? If not, what improvements do you plan to make?

1 (Strongly Disagree)

2 (Disagree)

3 (Neutral)

4 (Agree)

5 (Strongly Agree)

How comfortable do you feel in seeking feedback from your colleagues and superiors? Are there specific areas in which you would like more feedback?

1 (Very Uncomfortable)

2 (Uncomfortable)

3 (Neutral)

4 (Comfortable)

5 (Very Comfortable)

Has the internship met your expectations, and if not, what adjustments or improvements would you suggest?

[Open-ended text box]

Looking ahead to the second half of your internship, what specific goals would you like to achieve, and how can we support you in reaching them?

[Open-ended text box]

Manager Feedback on Internship Program

Instructions: Please provide feedback on your intern's performance and share your insights on the internship program. Use a scale of 1 to 5, where 1 is needs improvement and 5 is exceeds expectations. Feel free to provide additional comments for each question if needed.

Intern Performance:

Clarity of Intern's Goals and Expectations:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Progress Towards Internship Goals:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Initiative and Proactiveness:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Adaptability and Learning Curve:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Contribution to Team and Company:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Internship Program Feedback:

Effectiveness of Onboarding Process:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Quality of Training and Development Opportunities:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Communication and Support from the Internship Program Team:

1 (Needs Improvement)

2 (Below Expectations)

3 (Satisfactory)

4 (Above Expectations)

5 (Exceeds Expectations)

Overall Satisfaction with the Internship Program:

1 (Very Dissatisfied)

2 (Dissatisfied)

3 (Neutral)

4 (Satisfied)

5 (Very Satisfied)

Additional Comments:

Please provide any additional comments or suggestions related to the intern's performance or the internship program.