

THE INTERNSHIP
PROGRAM
SUPERVISOR
HANDBOOK

The Future is in Your Hands



FUTURES AND OPTIONS

Mission Statement

Futures and Options empowers youth, particularly youth of color and students in historically underrepresented communities, to acquire transferable professional skills, pursue higher education, and successfully compete in a global 21st century economy. We partner with employers to provide transformative career development and paid internship opportunities to young people, predominantly from low and moderate income communities, enabling them to succeed in college and their careers.



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Welcome To the Futures and Options Internship Program

Dear Supervisors,

Futures and Options supports New York City employers by providing high-quality career development programming to our city's youth, preparing them to contribute to our diverse, innovative and dynamic workforce.

Since 1995, we have changed the lives of more than 10,000 high school students living in New York City, through our robust programming of high-touch career-readiness training and internship experiences. Our staff—a dedicated and collaborative team—works in partnership with our valued employer partners, as well as with educators at schools and nonprofits across the five boroughs, to provide motivated students with hands-on experiences in the working world. Our employer partners are our essential allies, sharing in our belief that young people have tremendous potential, and together, we can help them succeed in the world of work, with support and expanded access to early career development experiences.

The students who come through Futures and Options' doors are our "Pipeline of Talent." They are better prepared for the workforce because of their work-readiness training workshops and experiences in the Internship Program. Our interns are expertly guided by our staff and their internship supervisors to discover more about their strengths, interests, and potential.

We believe that no one succeeds alone, and our student interns are prime examples of this philosophy. Since our inception, the investment from our more than 500 employer partners has enabled young people to explore a myriad of career paths and work in paid, mentored internships in nearly 20 industry sectors across our city, supporting our students' pathways to educational and professional success.

The Futures and Options Supervisor Handbook is one of the ways we support our employer partners, especially those who work closely with our interns. We encourage intern supervisors to read through this handbook for details about Futures and Options work, what you can expect from us as your partner, what we ask of you, and suggestions to help make your experiences with our young people a worthwhile endeavor for you and your team.

Futures and Options is committed to preparing young people for their futures and introducing them to college and career options they may not have known were possible. We immensely appreciate your support in this essential mission.

With our most sincere thanks,



A handwritten signature in blue ink that reads "Carolyn Silver".

Carolyn Silver
Executive Director



Our Approach

Futures and Options believes that all young people deserve a chance to achieve their potential—in life, in school, in careers—and that New York City needs a diverse, prepared workforce.

We collaborate with nonprofits and school partners to recruit talented, motivated students who aspire to expand their college and career opportunities.

We support young people on their career-readiness journey, teaching valuable professional and life skills, providing mentorship and coaching, and fostering students' self-confidence and faith in their abilities.

We creatively partner with businesses to provide meaningful paid jobs to students, which also brings career exploration, mentoring, and networking opportunities.

We train other professionals to deliver high-quality career development programs to youth.

Career Readiness & Development Programs

The Internship Program combines experiential, on-the-job learning with trainings and individualized career counseling and coaching, offering students paid work experience and the foundation of a professional network. Students acquire transferrable work-readiness skills and hands-on work experience, and gain entry to a diverse range of employers.

Career Essentials provides a comprehensive series of workshops and career exploration events designed to introduce students to a range of career paths and prepare them for success in their first jobs. Students have the opportunity to practice and improve their interpersonal, communication, and other relevant work-related skills, such as time-management, interviewing and resume writing.

The Externship Experience is a remote 16-hour intensive career exploration and skill-building program designed in collaboration with employer partners, focused on growing industries.

College & Career Success

College Guidance Initiative prepares high school students for the college application and selection process, including applying for financial aid and evaluating aid packages. Group workshops and individualized coaching assistance enables us to reach a wide range of college-bound students.

Alumni Engagement Programming bridges the gap between high school and college, and helps students apply the executive skills they developed in our programs to their post-secondary pathways. We provide continued work-readiness, career exploration, mentorship and networking opportunities to program alumni as they navigate their way through post-secondary and plan for future careers.

Community Outreach & Education

On the Road brings Futures and Options' expertise and experience directly into schools and nonprofit organizations, connecting our curricula and programming to youth and youth professionals across New York City.

Since our inception, over 500 employer partners have provided meaningful internships in all five New York City boroughs and beyond. Our network of employer partners spans 15 industries and includes small, mid-size and multi-national businesses, nonprofits, and government agencies.

Internship Sectors Fiscal Year 2021:

46%

For-Profit

53%

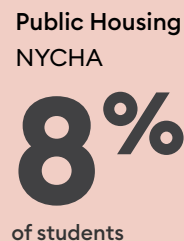
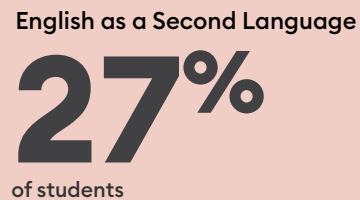
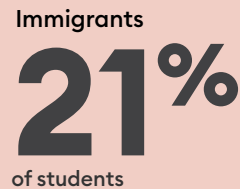
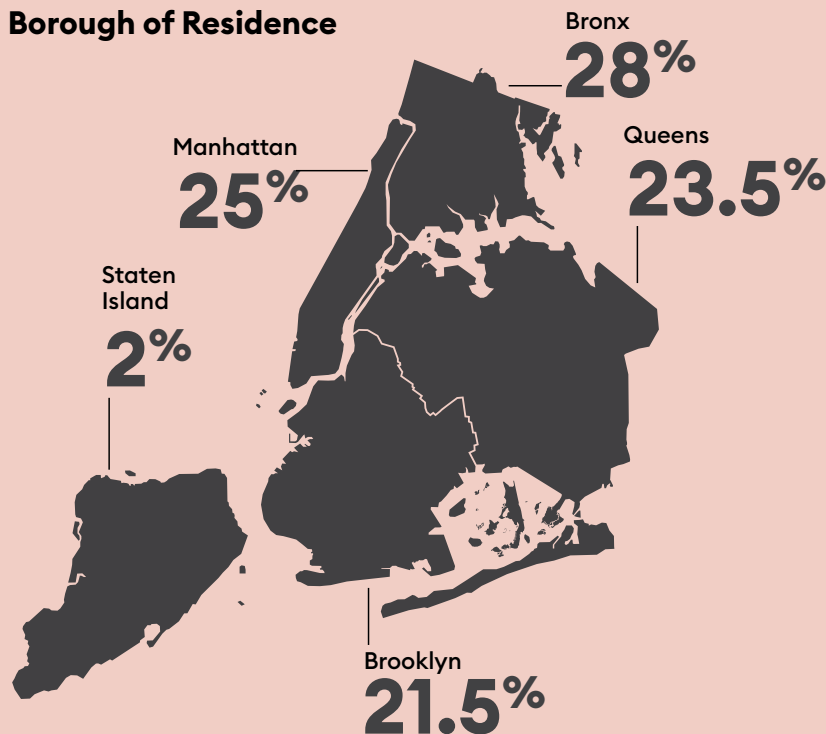
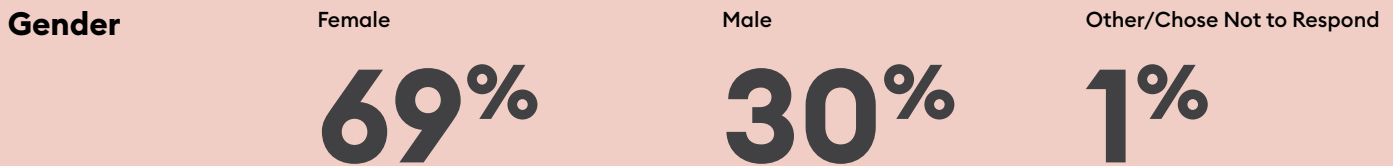
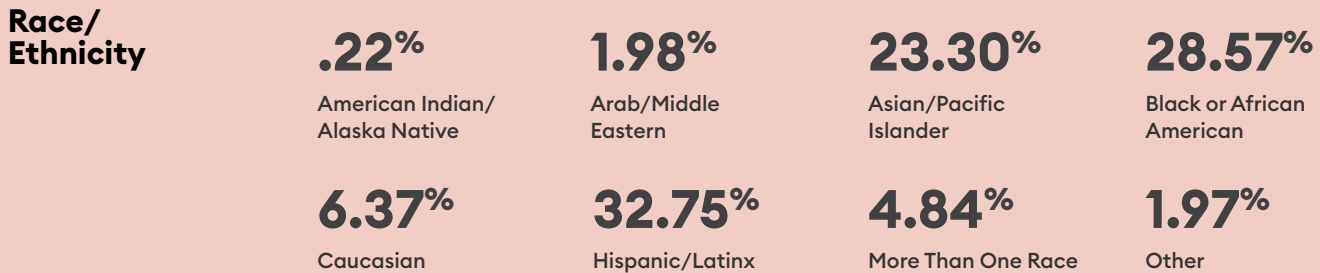
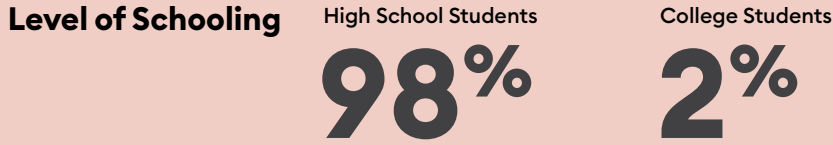
Non-Profit

1%

Government Agencies

Who We Serve

Using a combination of engaging, relevant work-readiness training and paid, highly supported work opportunities, Futures and Options addresses the gaps low-income youth face when seeking employment. We work with New York City youth who may otherwise not receive access to early work experience or adequate preparation for success at work: primarily students of color from low-income households, under-resourced schools, and/or high-risk communities.





A Word About This Handbook

One of Futures and Options' primary goals is to support our Internship Program supervisors. We aim to help you succeed as a manager and mentor to your intern. Our Supervisor Handbook provides you with the tools to create a successful internship experience for both you and your intern, and it offers some best practices shared by your fellow Futures and Options supervisors.

If you have questions during the program, please reference this Handbook. You are also strongly encouraged to reach out directly to your site monitor and/or our Program Team.

Futures and Options is dedicated to supporting our students' career development, as well as supporting our talented, caring supervisors who work alongside us to shape the future of our city's workforce. The components of the Internship Program, including the support you can expect from the site monitor assigned to assist you and your intern, are described below.

Student Application and Interview Process

Each Futures and Options intern applies directly to the program, demonstrating their motivation to participate and their ability to take initiative. In addition to a written application, interested students undergo a rigorous interview process with members of our program team, demonstrating an ability to respond to feedback, and completing all onboarding requirements.

We individually match each student to our employer partners based on 1) the concrete skills and personal characteristics required by the employer; 2) student career interests and/or hobbies; and 3) commute time from the intern's home or school and employer's location, *if the internship is on-site*.

Prior to the start of the program, employer partners interview recommended intern candidates to make the final hiring decision.

Site Monitor Responsibilities

Each intern is matched to a site monitor who is dedicated to supporting our student intern and their supervisor.

Site Monitors:

Coordinate student interviews with employers and follow up after the interview to collect feedback.

Provide ongoing support to each intern through weekly check-ins and workshop facilitation; reinforce workplace standards and cultural norms.

Support the supervisor through regular virtual check-ins and in-person meetings, as needed.

Visit the supervisor and intern at the worksite to assess performance, hear feedback, and provide support.

Internship Program Model

Our high-touch program includes an intern supervisor orientation, covering the following:

Program Logistics

Supporting Youth Development in Your Workplace

Networking with Experienced Supervisors and Internship Program Alumni

Participants attend Pre-Internship Orientations to learn about:

Expectations and Resume Writing

First Impressions and Interview Skills

Work-Readiness Skills and Professionalism

Interns also participate in Weekly Career-Readiness Workshops. Topics and activities include:

Goal Setting and Taking Initiative

Teambuilding and Leadership

Networking and Communication

Career Exploration Field Trip

Financial Literacy

Reflection and Future Planning

Being a Positive Influence in a Young Person's Life

By hosting a Futures and Options intern, you have a unique opportunity to build a meaningful relationship with a young person who is eager to learn and grow. You will help them develop essential work-readiness skills, learn about your business, and directly impact the future of our city's workforce. Each intern supervisor plays a pivotal role in the Internship Program's success and contributes to our participants' growth.

Students in the Internship Program experience significant growth in these areas:

Character and confidence: being a role model, doing what's right, handling peer pressure, understanding self-worth, making good decisions

Interpersonal skills: listening, teamwork, consideration of others, conflict resolution, communicating with adults and peers, meeting new people

Professional work-readiness skills: time management skills, professional behavior, phone and email etiquette, organizational skills, computer skills

Exposure to academic and professional opportunities: knowledge of careers and educational paths, opportunities to meet with a variety of professional adults, having new, revised, or confirmed education or career plans

The ability to identify and build networks: understanding the importance of networks, interacting with professionals, building new peer relationships, making plans to stay in touch

Each year,
more than **97%**
of our seniors
graduate
from high
school on time
and enroll in
college.

99%

of supervisors would recommend the Futures and Options Internship Program to a colleague.

99%

of supervisors would hire a Futures and Options intern again.

“We are getting exposure and giving exposure to young people, we also learn from them... It's a value across the board.”

Helen Shelton

SUPERVISOR, SENIOR PARTNER
FINN PARTNERS



“I was hired on the spot thanks to the interview skills I learned at Futures and Options.”

Sam Zomin

SUMMER 2018 INTERNSHIP PROGRAM
PARTICIPANT





Your Role as an Intern Supervisor

You are a vital contributor to your intern's career development, especially the growth of their work-readiness and interpersonal skills. Intern supervisors direct their intern's work assignments, provide constructive feedback, and answer questions. You also have a unique opportunity to be a mentor to your intern as they tackle the challenges of the work world and leverage what is often their first professional work experience.

Your Role as an Intern Supervisor

Futures and Options greatly appreciates our employer partners' and supervisors' contributions to our Internship Program. To ensure the program is successful, productive, and worthwhile for both our supervisors and interns, we ask our employer partners to help with the following logistical considerations:

Administrative Requirements

Before the Internship Program:

A member of our team will meet with you to review the program and answer questions.

Employer partners need to sign and return a copy of the Futures and Options Internship Program Employer Partnership Agreement and/or the NYC Department of Education's Host Site Agreement.

A member of our team will work with you to create an internship job description listing skill requirements and responsibilities. We use this job description to match our students to internships.

During the Internship Program:

Each supervisor must sign their intern's timesheet by the end of the day on Tuesday of pay week. If a timesheet is not supervisor-approved, the intern will not be paid until the following pay period. If you are unavailable to approve a timesheet for any reason, please designate a colleague to provide approval.

On Site: Interns are responsible for keeping their own timesheets, requesting supervisor signatures, and submitting signed timesheets to their site monitor.

Remote: Interns are responsible for keeping their own timesheets and submitting the timesheet to Futures and Options. A Futures and Options representative will request your virtual signature before payroll is processed.

Meet with your site monitor for a mid-program site visit. Your site monitor will work with you to schedule this meeting.

After the Internship Program:

Each intern's performance is evaluated by their supervisor at the conclusion of the program. Your site monitor will send you our evaluation form electronically. We ask supervisors to submit the completed evaluation form within a week after the internship concludes.

Supervision Requirements

Before the Internship Program:

Your site monitor will schedule a time for you to interview the student(s) who are matched to your internship opportunity. You will receive student resumes beforehand.

After your interview with the student(s), you will communicate your feedback to the site monitor, make the final hiring decision, and finalize the start date and work schedule.

Once your intern's start date is set, please prepare for their arrival by assigning a desk, computer or other needed equipment, gathering informational materials, and providing any other items necessary to accomplish their work. See "The First Day Sets the Stage for Success" for more tips on coordinating a successful first day experience.

During the Internship Program:

On your intern's first day, welcome them to your organization with an introduction to your team members and your workplace culture.

Provide clear instructions about your intern's tasks, helping them to understand how their contributions will support your team and the entire company.

Cultivate a supportive learning environment to help your intern develop and practice entry-level work-readiness skills.

Maintain regular communication with your site monitor in order to support your intern, proactively address areas of concern, and learn strategies to encourage skill building.

Evaluate and assess your intern's performance: set a regular meeting schedule, define areas of improvement, make suggestions, and highlight successes.

After the Internship Program:

Your intern will benefit from your feedback about their performance and your advice about how to achieve their education and career aspirations as they conclude their internship.

Building a strong network is essential for our interns. Please commit to remaining in contact with your intern on LinkedIn and via email.

A strong plan for your intern's first day will set you both up for success throughout the internship. We recommend scheduling an orientation on the first day to familiarize your intern with your office and the specific role they will play within your team and larger organization.

Pay Attention to the Logistics:

Space and Equipment:

- Be sure your intern has an assigned desk or workspace.
- Ensure the equipment and software needed to complete assigned tasks are readily available for your intern.
- Connect with your IT department to prepare your intern's necessary log-ins and access controls.

Suggested Company Materials:

- Company overview (e.g., welcome video, annual report, and employee handbook)
- Company onboarding documents
- Department or team staffing structure handout (e.g., org chart)
- Intern job description, with specific roles and responsibilities
- The expectations of the workplace:

Our interns are often the youngest employees on your team, and for many, this is their first professional work opportunity. Please plan to proactively address these common questions, even if your intern does not ask them:

1. What is the dress code?
2. Do I need to sign in? If so, where do I sign in?
3. What should I do if I can't make it to work? Who should I contact if my supervisor is not available?
4. Who depends on the work I do?
5. How should I get the information I need to complete my work?
6. What are the consequences if I don't complete my work accurately and on time?
7. What is the value of working accurately and meeting deadlines?
8. What happens if I have more than one supervisor? Will my supervisor ever change?
9. Are personal phone calls and use of personal email permitted at any time?
10. When I have completed my assigned tasks, should I speak with my supervisor and/or colleagues to learn my next responsibility?

Best Practices for a Successful Internship:

- ❑ Schedule a formal orientation on the first day of the internship.
- ❑ Set a consistent check-in schedule with your intern.
- ❑ Prepare a task tracker to share: as tasks arise, log them in the tracker to give your intern plenty of items to move onto when they complete a task and you are busy. This helps students feel more independent, lets them continue being productive, and eases the responsibility on you as a supervisor.
- ❑ Create a glossary of terms if your office uses industry-specific jargon or acronyms.
- ❑ Coordinate with a colleague to be your intern's second point of contact should you be unavailable, e.g., you are pulled into an emergency meeting or become ill.

Employer Travel Guidelines for Futures and Options Interns

Interns are responsible for budgeting their travel to and from their place of employment.

Interns are permitted to travel independently during scheduled working hours if the job description stipulates walking and travel by public transportation are required for the job. All required travel needs to be within the New York City metropolitan area and paid for by the employer.

Signed parent permission forms are required for any supervised travel within the New York City metropolitan area for trips not previously described in the job description. Permission forms must include all details of travel and full itinerary of the planned trip, including date, time, place, mode of transportation, and purpose of trip.

Only with prior approval from Futures and Options and a signed parent permission form, interns are permitted to:

- Travel outside of the New York City metropolitan area using the public transportation system (MTA, Path, LIRR, NJ Transit, MetroNorth, etc.), a private car, taxi, or car service
- Attend a work-related event outside of their scheduled working hours
- Travel on an overnight trip

Clear Guidance and Feedback = Achievement

As an intern's direct supervisor in the Futures and Options Internship Program, you have an opportunity to positively shape your intern's work experience as well as their future education and career aspirations. That is why your constructive feedback and advice are crucial to their success on the job. You can help your intern to get to know more about themselves: they can learn about their interests, strengths, and talents. You can show them how to accept mistakes as part of their learning process, encouraging persistence so they can master new skills. Genuine, caring, and honest communication is the best way to provide your guidance and feedback. Here are some suggestions to get you started:

Guidance

Work assignments should support the overall functions of the company and the responsibilities of your team.

Give clear and defined instructions with a deadline for deliverables.

Introduce your intern to people they will be working with and to whom they can turn for help to complete a task.

Create a learning environment that will help your intern develop new and valuable career-readiness skills, develop confidence, show initiative, and take responsibility for tasks.

Share your own educational and career path. Interns will appreciate hearing your story and the lessons you learned along the way.

Feedback

Look to identify and compliment your intern's strengths and talents.

Review work together, providing insight on who depends on this work and why accuracy is essential.

Have the confidence to explain to your intern that the work they have submitted is incorrect.

Suggest specific areas your intern can focus on for improvement. Identify one or two areas to avoid the "snowball effect," which may unintentionally discourage your intern.

Remind your intern that they are a critical part of your team and you are counting on them because their assigned work makes an important difference to the team's productivity.

Your site monitor is there to support you and will answer your questions, provide advice, and brainstorm ways to effectively communicate with your intern.

“At the beginning I was really nervous, but my supervisor Rochelle told me to slow down, to follow the steps, and to just take my time.”

TAINA FOUREAU

SUMMER 2019 INTERNSHIP PROGRAM
PARTICIPANT



Thank you for your
participation in the
Futures and Options
Internship Program!



Division of Labor Standards
Worker Protection

Summary of New York State Child Labor Law,
Permitted Working Hours for Minors Under 18 Years of Age

Age of Minor Girls and Boys	Industry or Occupation	Maximum			Permitted Hours	
		Daily Hours	Weekly Hours	Days per Week		
Attending School, When school is in session:	14 and 15	All occupations except farm work, newspaper carrier and street trades	3 hours on school days. 8 hours on other days.	18 ¹	6	7 AM to 7 PM
	16 and 17	All occupations except farm work, newspaper carrier and street trades.	4 hours on days preceding school days: Monday, Tuesday, Wednesday, Thursday ² . 8 hours on: Friday, Saturday, Sunday and Holidays ⁴ .	28 ⁴	6 ⁴	6 AM to 10 PM ³
Attending School, When school is not in session (vacation):	14 and 15	All occupations except farm work, newspaper carrier and street trades.	8 hours	40	6	7 AM to 9 PM June 21 to Labor Day
	16 and 17	All occupations except farm work, newspaper carrier and street trades	8 hours ⁴	48 ⁴	6 ⁴	6 AM to Midnight ⁴
Not Attending School:	16 and 17	All occupations except farm work, newspaper carrier and street trades	8 hours ⁴	48 ⁴	6 ⁴	6 AM to Midnight ⁴
Farm Work:	12 and 13	Hand harvest of berries, fruits and vegetables.	4 hours	-----	-----	June 21 to Labor Day, 7 AM to 7 PM. Day after Labor Day to June 20, 9 AM to 4 PM.
	14 to 18	Any farm work	-----	-----	-----	-----
Newspaper Carriers:	11 to 18	Delivers, or sells and delivers newspapers, shopping papers or periodicals to homes or business places.	4 hours on school days. 5 hours on other days.	-----	-----	5 AM to 7 PM or 30 minutes prior to sunset, whichever is later
Street Trades:	14 to 18	Self-employed work in public places selling newspapers or work as a bootblack	4 hours on school days. 5 hours on other days.	-----	-----	6 AM to 7 PM

¹ Students 14 and 15 enrolled in an approved work/study program may work 3 hours on a school day, 23 hours in any one-week when school is in session.

² Students 16 and 17 enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day other than a Sunday or Holiday when school is in session, as long as the hours are in conjunction with the Program.

³ 6 AM to 10 PM or until midnight with written parental and educational authorities consent on day preceding a school day and until midnight on day preceding a non-school day with written parental consent.

⁴ This provision does not apply to minors employed in resort hotels or restaurants in resort areas.

Additional Child Labor Law Information

The Employer must post a schedule of work hours for minors under 18 years old in the establishment.

An Employment Certificate (Working Paper) is required for all employed minors under 18 years old.

Penalties for Child Labor Laws violations:

- First violation: maximum \$1,000*
- Second violation: maximum \$2,000*
- Third or more violations: maximum \$3,000*

*If a minor is seriously injured or dies while illegally employed, the penalty is three times the maximum penalty.

Also, Section 14A of the Workers' Compensation Law provides double compensation and death benefits for minors illegally employed.

Note: There are many prohibited occupations for minors in New York State.

For more information about New York State Child Labor Laws and provisions please visit the Department of Labor's website at <http://www.labor.ny.gov>. If you have questions, please send them to one of the offices listed below at:

New York State Department of Labor, Division of Labor Standards:

Albany District
State Office Campus
Bldg. 12 Room 185A
Albany, NY 12240
(518) 457-2730

Buffalo District
290 Main Street
Room 226
Buffalo, NY 14202
(716) 847-7141

Garden City District
400 Oak Street
Suite 101
Garden City, NY 11530
(516) 794-8195

New York City District
75 Varick Street
7th Floor
New York, NY 10013
(212) 775-3880

Rochester
Sub-District
276 Waring Road
Room 104
Rochester, NY 14609
(585) 258-4550

Syracuse District
333 East Washington Street
Room 121
Syracuse, NY 13202
(315) 428-4057

White Plains District
120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521

Purpose

Supervisor:	Student:
Understand the roles and responsibilities of the intern	Understand the roles and responsibilities
Highlight intern's strengths	Identify skills the intern has gained/strengthened
Identify areas of improvement	Set goals for remainder of internship
Address any issues or challenges	Discuss post-high school and career plans
Discuss plans for future interns	Provide constructive feedback from supervisor

SUPERVISOR FEEDBACK

1. Can you tell me about some of the projects and tasks your intern has worked on so far?

2. What are the primary responsibilities of your intern?

- | | | |
|---|--|--|
| <input type="checkbox"/> Data entry/database work | <input type="checkbox"/> Writing/Microsoft Word | <input type="checkbox"/> Customer service |
| <input type="checkbox"/> Industry-specific projects/tasks | <input type="checkbox"/> Errands/delivery | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Presentations (PowerPoint) | <input type="checkbox"/> Office admin (scan, copy, file) | <input type="checkbox"/> Research |
| <input type="checkbox"/> Phone/reception | <input type="checkbox"/> Working with kids | <input type="checkbox"/> Other/short-term projects |
| <input type="checkbox"/> Other (please describe): | | |

3. On a scale from one to four, how satisfied are you with the performance of your intern? Why? (one=very unsatisfied, four=very satisfied)

4. What are the intern's strengths?

- | | | |
|---|--|---|
| <input type="checkbox"/> Time management | <input type="checkbox"/> Business etiquette/professional | <input type="checkbox"/> Positive attitude/motivated |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Asks questions |
| <input type="checkbox"/> Verbal communication | <input type="checkbox"/> Written communication | <input type="checkbox"/> Shows initiative/independent |

5. How can the intern improve his/her performance?

- Time management
- Communication
- Asking for help
- Professionalism (cell phone, etc.)
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Speaking up/sharing ideas
- Attitude
- Attention to detail
- Scheduling/reliability
- Telephone etiquette

6. Following up on the previous question, how have you been able to work with your intern to strengthen the areas of improvement identified above?

7. What can Futures and Options do to help your intern improve his/her performance in those areas?

8. Have there been any issues with the intern’s punctuality? Has the intern missed any scheduled shifts? If so, how many? Did the intern communicate in advance?

- Yes No Notes on punctuality issues:

9. How can Futures and Options be more helpful?

- Futures and Options is already helpful
- I would like more communication from F+O
- I would like more training
- I think the intern needs more hard skills training
- I would like more details about F+O programming
- Other (details in comments)

10. Would you be interested in hosting Futures and Options intern again? If so, when?

- No Yes, summer Yes, academic year Yes, unsure

11. Would you be interested in extending this internship beyond the scheduled end date? If so, would your organization be able to cover the cost of intern wages?

12. Do you know of any other companies or organizations that might be interested in hosting an intern?

- No Yes (please describe)

Appendix C: Supervisor Post Evaluation

Thank you for working with the Futures and Options Internship program and for completing this evaluation form. This information provides our program with written documentation of an intern's growth and performance over the course of the internship. Your feedback is invaluable. Thank you for your support!

Intern's Name:

Your Name:

Internship Site:

Your E-mail Address:

1. Overall Skill Level

Using the categories below, please rank your intern based on his/her perceived performance at the end of the internship. On a scale of 1 to 4, please rate your intern on the measures below, with a 1 denoting poor performance and 4 indicating the highest level of performance possible with no room for improvement.

	1 (Lowest)	2	3	4 (Highest)	N/A
Adheres to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes tasks on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive work attitude/motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment (decision-making)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional appearance/dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Suite (Photoshop, InDesign, Illustrator, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video editing/production (PremierePro, After Effects, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web development and design (HTML, Java, CSS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fashion design (sewing/draping, fashion design/ illustration, garment construction, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership					

2. Overall, how satisfied were you with the professionalism and performance of your intern?

- Very satisfied Satisfied Neutral Unsatisfied Very unsatisfied

3. How would you rate your experience with the support you received from your Futures and Options program coordinators?

- Very satisfied Satisfied Neutral Unsatisfied Very unsatisfied

Other (Please Specify):

4. Would you hire a Futures and Options intern again?

- Yes No

5. How likely recommend the Futures and Options internship program to a colleague or friend?

- 1 (lowest) 2 3 4 5 6 7 8 9 10 (highest)

6. Were your expectations for the Internship Program met?

- Yes No

Other (Please Specify):

7. Why did you initially participate in the Futures and Options Internship Program?

8. How could Futures and Options better support you as a supervisor?

9. Would you be interested in exploring an expansion of our partnership (internships, field trips, volunteering)?

- Internship Career exploration field trips Volunteering Not interested in exploring expansion at this time

Other (Please Specify):

10. If Futures and Options could provide additional training for our interns, what skill(s) would be most beneficial for you and your organization?

11. Please share any additional feedback or insight about your experience with the Futures and Options program:



The future is in your hands.

Together with our employer and community partners,
we are building the workforce of tomorrow.

Our career development program prepares students to be
competitive in the 21st century job market, equipped with
the critical thinking, collaboration, and interpersonal skills
necessary for success in the working world.



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