



**MINISTRY OF LABOUR AND HOME AFFAIRS
DEPARTMENT OF EMPLOYMENT SERVICES**

EXIT REPORT

SECTION A: TO BE COMPLETED BY INTERN:

Name of Intern _____ Identity number (Omang) _____

Commencement Date _____ Exit Date _____

Tel _____ Cell _____

Email _____

Please provide as much information as possible.

1. What are your reasons for leaving?

Employment (Permanent; Temporary; Self. Please specify)	End of contract	Others (specify)

NB: If employed, state the name of Organization

2. Did your job responsibilities match and meet your qualifications and expectations? Please explain:

3. Did the skills you acquired during your placement benefit your career and personal development? Please explain:

4. How satisfied are you with the level of mentoring and support received from your host Organisation?

5. What suggestions and comments do you have about the programme? _____

SECTION B: TO BE COMPLETED BY THE SUPERVISOR:

Please provide as much information as possible:

1. Please provide an overall review of the intern on the following aspects:
 - a) Summary of job Performance and average performance rating for the duration of the internship: _____

 - b) Summary of personal attributes (communication, time management, appearance, conduct etc)

2. How satisfied are you with the level of support from the Department of Employment Services? Please explain

3. What comments and suggestions do you have to enhance the effectiveness of the programme?

Name of Supervisor _____ Signature _____ Date _____

This form must be submitted with a cover letter from your host organization.

Please note that the information provided will be used for improving as well as to help the Department serve you better.

Host Organization stamp

DNIS Stamp

