Standard Operating Procedure (SOP): Documentation and Feedback Collection Post-Internship

This SOP details the process for **documentation and feedback collection post-internship**, encompassing the systematic recording of internship activities, evaluation of intern performance, collection of feedback from interns and supervisors, and analysis of outcomes to improve future internship programs. The goal is to ensure comprehensive documentation, facilitate constructive feedback, and enhance the overall internship experience for both the organization and interns.

1. Purpose

- To ensure thorough documentation of internship activities and outcomes.
- To collect and analyze feedback from both interns and supervisors for continuous improvement.
- To maintain records for future reference and reporting.

2. Scope

- Applies to all interns and supervisors participating in the organization's internship programs.
- Covers post-internship documentation and the entire feedback collection process.

3. Responsibilities

Role	Responsibility
Intern	Submit final report, complete feedback form, and review exit checklist.
Supervisor	Evaluate intern performance, complete supervisor feedback, and provide recommendations.
HR/Internship Coordinator	Distribute and collect documentation/feedback, compile data, and analyze outcomes.

4. Procedure

1. **Collection of Documentation**
   - Intern submits a final report detailing tasks, projects, and achievements.
   - Intern completes an official exit checklist (if applicable).
   - Supervisor reviews and validates submitted documents for completeness.
2. **Performance Evaluation**
   - Supervisor evaluates intern performance based on established criteria.
   - Evaluation is documented using the provided evaluation form/template.
3. **Feedback Collection**
   - HR/Coordinator distributes standardized feedback forms to both intern and supervisor.
   - Intern provides feedback on overall internship experience, organizational support, and suggestions for improvement.
   - Supervisor provides feedback on intern performance, strengths, areas for improvement, and overall program effectiveness.
4. **Data Compilation & Analysis**
   - HR/Coordinator collects all documentation and feedback.
   - Responses are compiled and analyzed for trends and improvement areas.
   - Key insights and recommendations are documented for management review.
5. **Archiving & Reporting**
   - All records are securely archived in accordance with organizational policies.
   - Summary report of findings and improvement recommendations is prepared and shared with relevant stakeholders.

5. Forms & Templates

- Intern Final Report Template
- Intern Exit Checklist
- Supervisor Performance Evaluation Form
- Intern Feedback Form

- Supervisor Feedback Form

6. Review & Continuous Improvement

- This SOP shall be reviewed annually to incorporate feedback and best practices.
- Adjustments will be made based on data analysis and stakeholder input to enhance future internship programs.

Effective Date: [Enter Date]
ReviewDate: [Enter Date]