

Voluntary Internship Program Intern Exit Survey

Thank you for interning with NARA! As your internship comes to a close, we want to express our sincere gratitude for your hard work and dedication in supporting our agency.

We value your input and would like to hear about your Voluntary Internship Program experience. Please take a few minutes to **complete this survey by Friday, August 30, 2024**. The information collected will be used to improve the Voluntary Internship Program and will not be shared directly with your NARA site/office.

If you have questions, contact internships@nara.gov.

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* Indicates required question

1. Email *

2. Which internship did you complete? *

 Dropdown

Mark only one oval.

- ☐ Broomfield, CO - RRFD - Judicial Records Internship at the National Archives at Denver
- ☐ Chicago, IL - RRFC - Archival Internship at the National Archives at Chicago
- ☐ College Park, MD - H - Human Resources for Office of Human Capital
- ☐ College Park, MD - IM - Microsoft Power Apps Developer
- ☐ College Park, MD - L - Communication Internship for Legislative Archives, Presidential Libraries, and Museum Services
- ☐ College Park, MD - NEE0 - Equal Employment Opportunity Office Internship el EEO Program
- ☐ College Park, MD - NGC - Law Clerk
- ☐ College Park, MD - RR2R - Archival Internship for Augmented Processing & Reference
- ☐ College Park, MD - RRSS - Digitization Internship for the Special Media Division, Still Picture Branch
- ☐ College Park, MD - RXC - Conservation branch intern
- ☐ College Park, MD - RXT - Materials as Data: Developing Scholarly Resources Internship for Heritage Science
- ☐ Grand Rapids, MI - LP-GRFM - Combined Public Relations + Retail Internship
- ☐ Hoffman Estates, IL - LP-BHO - Archival Internship for Barack Obama Presidential Library
- ☐ New York City, NY - LO - Education Programs Internship
- ☐ Riverside, CA - RRFR - Archival Internships for the National Archives at Riverside
- ☐ San Bruno, CA - RRFS - Archival Internship at the National Archives at San Francisco
- ☐ Seattle, WA - RRFE - Archival Internship for the National Archives at Seattle
- ☐ Waltham, MA - RRFB - Description and Digitization Internship for the National Archives at Boston

- ☐ Washington, DC - F - Law clerk for the Office of the Federal Register
- ☐ Washington, DC - F - Legal intern for the Office of the Federal Register
- ☐ Washington, DC - LO - Education Programs Internship at the National Archives Museum
- ☐ Washington, DC - RR1P - Processing Internship for the Textual Division in DC
- ☐ West Branch, IA - LP-HH - Curatorial/education Internships
- ☐ Other

Training, Support, & Professional Development Opportunities

Your host site/office

3. Rate the orientation and training you received from your site/office staff. *

Mark only one oval.

	1	2	3	4	
Did I	☐	☐	☐	☐	High quality

4. Rate the feedback you received about your work quality and quantity from your site/office staff. *

Mark only one oval.

	1	2	3	4	
Did I	☐	☐	☐	☐	High quality

5. Rate the availability and willingness of your site/office staff to answer questions and provide resources. *

Mark only one oval.

1 2 3 4

Very ☐ ☐ ☐ ☐ Very available & willing

6. Rate how well equipped you were with resources and hardware for completing your assigned tasks. *

Mark only one oval.

1 2 3 4

Entirely ☐ ☐ ☐ ☐ Well Equipped

7. I was able to make meaningful contributions to the team's work. *

Mark only one oval.

1 2 3 4

Strongly ☐ ☐ ☐ ☐ Strongly agree

8. I felt respected, included, and supported by my team. *

Mark only one oval.

1 2 3 4

Strongly ☐ ☐ ☐ ☐ Strongly agree

9. Please provide suggestions on how your site/office staff could improve your orientation, training, support, and/or integration into the team.

Training, Support, & Professional Development Opportunities

Voluntary Internship Program-wide

10. Rate the quality of the overall Voluntary Internship Program activities, events, and training sessions *

Mark only one oval.

	1	2	3	4	
Did I	☐	☐	☐	☐	High quality

11. How many overall Voluntary Internship Program activities, events, and training sessions did you attend/complete? *

Mark only one oval.

	1	2	3	4	
Non	☐	☐	☐	☐	All

12. Indicate the intern activities, events, or training sessions that you attended or watched:

*

Check all that apply.

- ☐ Archivist of the United States Welcome and Q&A Session
- ☐ Federal Hiring & Student/Recent Grad Opportunities Session
- ☐ LMS training
- ☐ Meet & Greet with Jay Bosanko, Deputy Archivist of the United States
- ☐ New Intern Orientation
- ☐ Writing Your Federal Resume (hosted by OPM or the US Department of Treasury)
- ☐ None

13. If you did not participate in any intern activities, events, or training sessions, indicate why.

14. How could we improve the overall Voluntary Internship Program activities, events, and training sessions?

Internship Work Assignments

This section will provide us with feedback about your assigned work during your internship. Your responses will improve work assignments for future interns.

15. Provide a summary of the work that you were assigned during your internship: *

16. The work I was asked to complete was meaningful and substantive. *

Mark only one oval.

1 2 3 4

Strongly disagree ☐ ☐ ☐ ☐ Strongly agree

17. What could be improved about the work you were asked to complete?

18. Rate the amount of work that you were expected to complete *

Mark only one oval.

☐ Correct amount of work (I was busy and occupied throughout the internship)

☐ Too much work (I was stressed and possibly had difficulty meeting deadlines/expectations throughout the internship)

☐ Too little work (I was underutilized and sometimes bored throughout the internship)

☐ Other:

19. What were your personal and professional goals for this internship? *

20. How well did you meet your goals? *

Mark only one oval.

1 2 3 4

Entirely ☐ ☐ ☐ ☐ Fully met

21. If you did not meet your goals, why?

22. Rate how helpful your NARA internship experience (both work and training) was in preparing you for future career goals. *

Mark only one oval.

1 2 3 4

Not ☐ ☐ ☐ ☐ Very helpful

23. What could be improved about the internship experience that would have better helped prepare you for your career goals?

Help us improve our program

Please answer the following questions to help us improve the Voluntary Internship Program for future interns. Only questions 1-3 are required, yet any additional information you provide will help us improve future NARA internships.

24. Describe any highlights of your internship experience that meant a lot to you: *

25. Would you recommend NARA to a friend as a good place to intern or work? *

Mark only one oval.

1 2 3 4

Very ☐ ☐ ☐ ☐ Very likely

26. Would you consider future employment with NARA? *

Mark only one oval.

1 2 3 4

Very ☐ ☐ ☐ ☐ Very likely

27. If likely, what career fields would you consider? If unlikely, why not?

28. What was the most challenging or frustrating part of your internship, and how could it have been improved?

29. What are your thoughts about the city in which you interned? What would you tell future interns staying in that city for the first time?

30. What else would you like to share that could improve NARA's Voluntary Internship Program?

31. Are you interested in being part of NARA's intern alumni network? *

Mark only one oval.

☐ Yes

☐ No

32. If "Yes", provide the email address connected with your LinkedIn account. If you do not have a LinkedIn account, enter your permanent email address.
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Thank you for your valuable input. If you have questions about this survey or the internship program, contact internships@nara.gov.

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