



MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND CULTURE DEVELOPMENT

DEPARTMENT OF NATIONAL SERVICE AND INTERNSHIP

EXIT REPORT

SECTION A: TO BE COMPLETED BY INTERN/ VOLUNTEER/ BNSP:

PLEASE TICK WHERE APPROPRIATE

Internship

GVS

BNSP

Commencement Date _____ Exit Date _____

Position/Job Title _____ Course/Qualification _____ Date _____

Name of Intern/Volunteer /Participant _____

Identity no (Omang) _____ Sex _____

Address _____ Organisation _____

Tel/Cell _____ Email _____

Please provide as much information as possible.

1. How long have you been on Internship/Graduate Volunteer Scheme/Botswana National Service Programme?

2. What are your reasons for leaving?

A. Permanent Employment State Organisation _____

B. Absorbed by host Organisation _____

C. Temporary Employment State Organisation _____

D. Medical Reasons _____

E. Others please specify _____



3. Did your job profile meet your qualifications? Please explain

4. Did your job profile meet your expectations? Please explain

5. Are the skills acquired during your placement beneficial to your career and personal development? Please explain

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

7. 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, avoid single worded answers:

1. Please provide an overall review of the intern/volunteer/ participant on the following aspects:

i. Behaviour and Initiative _____

ii. Communication and Interpersonal _____

iii. Personal appearance. E.g. Dress Code _____

iv. Job Performance _____

How did the Intern/Volunteer/participant add value to your Organisation? Please explain

v. Does the participant/intern/volunteer have any outstanding liabilities with your organization? If YES, please attach all relevant documentation.

vi. How satisfied are you with the level of from support Ministry of Youth, Sports and Culture? Please explain

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



viii. Will you consider engaging more interns/volunteers/ participants in future? Please give reasons

Name of Supervisor _____ Signature _____ Date _____

HOST ORGANISATION OFFICIAL STAMP

OFFICIAL USE BY DNSI	
Comments:	Date:
Action taken by (Finance)	
Comments:	Date:

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

