De La Salle University
Ramon V. del Rosario College of Business
Management and Organization Department
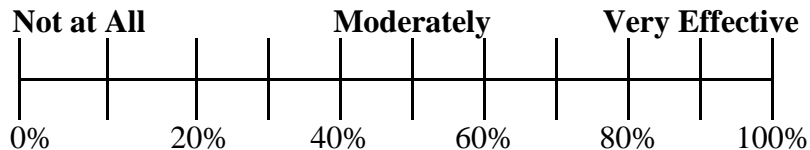
ACM-F036

ACM PROGRAM EXIT INTERVIEW FORM[i]

ID NUMBER
STUDENT NAME

SECTION 1: ACM INTERNSHIP PROGRAM

Directions: *Please rate your employability skills **BEFORE (Column A)** and **AFTER (Column B)** completing the ACM Internship Program using the following as a basis:*

Not at All		Moderately		Very Effective	
0%	20%	40%	60%	80%	100%

A	EMPLOYABILITY SKILLS	B
	COMMUNICATION	
	Oral and interpersonal communication skills	
	Written communication skills *(i.e. create, read, and interpret documentation and instructions)*	
	Presentation and graphic/ multimedia communication skills	
	TEAMWORK	
	Support and concern for the team and its members, and team goals	
	Completion of assigned tasks through team-established procedures *(i.e. solving problems, making decisions, managing conflicts, etc.)*	
	Adjusting to diversity *(Being able to work with people with different ages, gender, religion, etc.)*	
	PROBLEM SOLVING	
	Dealing with contingency situations *(Identifying and resolving problems that arise)*	
	Formulation of action plans to avoid and resolve problems *(i.e. through group discussions or research)*	
	Ensuring continuous improvement *(Key lessons are learned and integrated in the workplace)*	
	INITIATIVE AND ENTERPRISE	
	Change management/ adaptability *(Responding to change within the organization)*	
	Sharing of ideas to improve work practices and opportunities for organizational growth	
	Evaluation and reflection of one's own work habits for improvement	
	PLANNING AND ORGANIZING	
	Time management skills *(i.e. meeting requirements and deadlines)*	
	Project management skills *(Managing and scheduling multiple tasks and resources simultaneously)*	
	Identifying and implementing contingency plans	

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Not at All   Moderately   Very Effective

0%   20%   40%   60%   80%   100%
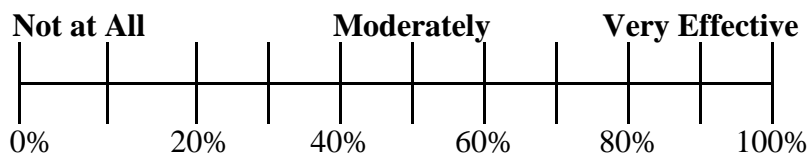
|	SELF-MANAGEMENT	
	Self-assessment and evaluation	
	Seeking and identifying development opportunities	
	Eliciting and accepting feedback in a constructive manner	
	LEARNING	
	Learning from past experiences for future improvement	
	Taking responsibility for strengthening one's skills	
	Using feedback to improve performance	
	TECHNOLOGY	
	Accessing/ transmitting information using electronic communications systems	
	Demonstrating technological and computer literacy	
	Using spreadsheets, databases, and word-processing software in work-related situations	

SECTION 2: DEVELOPING EMPLOYABILITY SKILLS

**Directions:** Please rate the **influence of each factor on the employability skills** using the following as basis:

Not at all   Moderately   Very significant

0%   20%   40%   60%   80%   100%
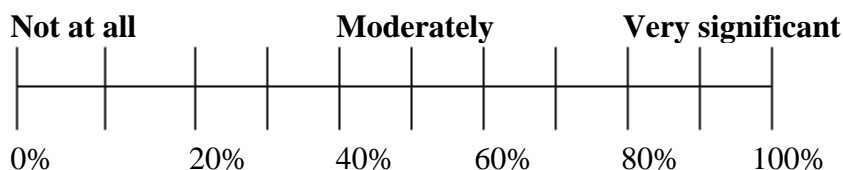
| Employability Skills	Academic Study	Internship	Extra-curricular Involvement
Communication			
Teamwork			
Problem Solving			
Initiative and Enterprise			
Planning and Organizing			
Self-management			
Learning			
Technology			

SECTION 3: QUALITATIVES

Directions: Please answer the following questions as accurately as possible.

3.1 How would you rate the contribution of the ACM Internship Program in the development of your employability skills?

Not at All   **Moderately**   **Very Significant**
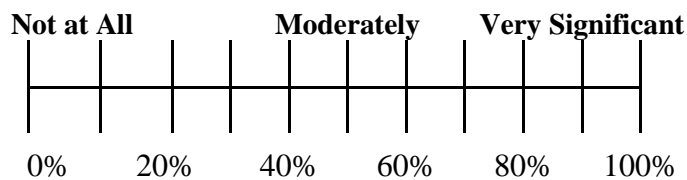
0%   20%   40%   60%   80%   100%   Rating:

3.2 How would you rate the effectiveness of the ACM Internship Program on an overall basis?

Not at All   **Moderately**   **Very Effective**
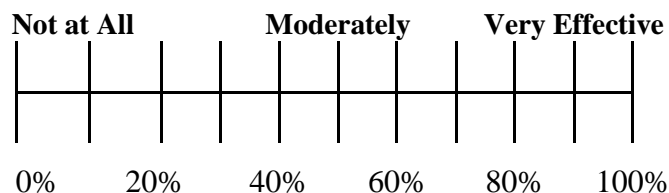
0%   20%   40%   60%   80%   100%   Rating:

3.3 Aside from the listed employability skills, what other competencies do you think would better prepare students for future employment?

3.4 Do you have any suggestions for the improvement of the ACM Internship Program?

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[i] Survey taken from Leonardo,P., Santiago, J., Tan, J. (2010). *Employability Skills through the ACM Internship Program:Does it make a Difference?* Unpublished Thesis, De La Salle University. With permission. As revised by Cathie Carpio, 2011.