



2012 High School Summer Intern Program
DEPARTMENT LIAISON QUESTIONNAIRE

Department: _____ Number of Internship placements available: _____

1. HIGH SCHOOL INTERN DEPARTMENT LIAISON CONTACT INFORMATION

Name: _____ Direct extension: _____

Name: _____ Direct extension: _____

2. DUTIES TO BE ASSIGNED TO HIGH SCHOOL INTERN

The Intern(s) placed at your department will be available a minimum of five hours per week. Please list the tasks you would like the intern to work on while placed with your department. This does not have to be the complete list of tasks to be performed, but rather should serve as a tool for the department to focus on tasks/projects that would be appropriate for a high school intern to do.

- _____
- _____
- _____
- _____
- _____

3. DESIRABLE SKILLS AND ABILITIES OF HIGH SCHOOL INTERN (Please check all that apply)

Office Work:

- ___ data entry
- ___ filing
- ___ typing
- ___ scanning
- ___ multi-phone lines
- ___ 10-key calculator
- ___ photocopying
- ___ other

Maintenance:

- ___ kennel attendant
- ___ carpentry
- ___ painting
- ___ mowing
- ___ planting flowers/shrubs
- ___ other

Foreign Language:

- ___ speak: _____
- ___ read: _____
- ___ write: _____

Creative Arts:

- ___ photography
- ___ videography
- ___ graphic arts
- ___ other

Computers:

- ___ Word
- ___ Excel
- ___ Photoshop
- ___ Publisher
- ___ web page development
- ___ blogs
- ___ social networking pages
- ___ other

4. DEPARTMENT LIAISON SCHEDULE AVAILABILITY

Please list the days/times that are ideal for the Intern to volunteer in your department:

Day	Department Liaison availability (i.e. 10-3pm)
___ Monday	_____
___ Tuesday	_____
___ Wednesday	_____
___ Thursday	_____
___ Friday	_____

* Please note: You will have the opportunity to coordinate a work schedule with the intern placed in your department on their first working day, June 13th.

5. OTHER IMPORTANT INFORMATION

Is there anything else we should know about your internship before placing an Intern with your department?

Thank you for filling out this questionnaire! Please submit your completed questionnaire by May 24th to Jenny Brown in the Human Resources Office by email (jenny.brown@yolocounty.org), by courier (#60), or at the Department Liaison orientation.