**Adopt an Intern Awards 2015**

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| **Entry Name** |  |
| **Award** | *Employer of the Year Award* |

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| **THIS QUESTION MUST BE COMPLETED BY THE HOST EMPLOYER.**  **Background of internship(s).**  Tell us why you decided to welcome an intern into your organisation. What were your hopes and expectations?  *Maximum 200 words.* |  |
| **Communication in the workplace.**  **[Question for Employer]**  Explain how you ensure(d) effective communication throughout the duration of the internship(s) between the intern(s), colleagues and management.  **[Alternative question for Intern]**  How do you feel that your host employer ensure(d) effective communication throughout the duration of the internship between yourself, colleagues and management.  *Maximum 300 words.* |  |
| **Intern development.**  **[Question for Employer]**  What training, personal development and career prospects are/were available to the intern(s) during their internship(s)?  **[Alternative question for Intern]**  What training, personal development and career prospects did/does your host employer make available to you during your internship?  *Maximum 300 words* |  |
| **Intern integration.**  **[Question for Employer]**  Do/Did you provide any engagement activities, initiatives or social groups within or outwith the workplace to encourage a strong working environment and integration into the team, for the intern?  **[Alternative question for Intern]**  What engagement activities, initiatives or social groups within or outwith the workplace did your host employer provide to encourage a strong working environment and integration for your within the team?  *Maximum 300 words* |  |
| **THIS SECTION MUST BE COMPLETED BY ONE (MAX 2) INTERNS**  Tell us about the organisation you interned/are interning for? Please comment on the working environment, how you were helped to integrate into the team, your surroundings and any other areas you feel are relevant. |  |

Entries should be maximum 3 pages and same font size as original (11).

Applications must be submitted before 5pm on 16 March 2015.