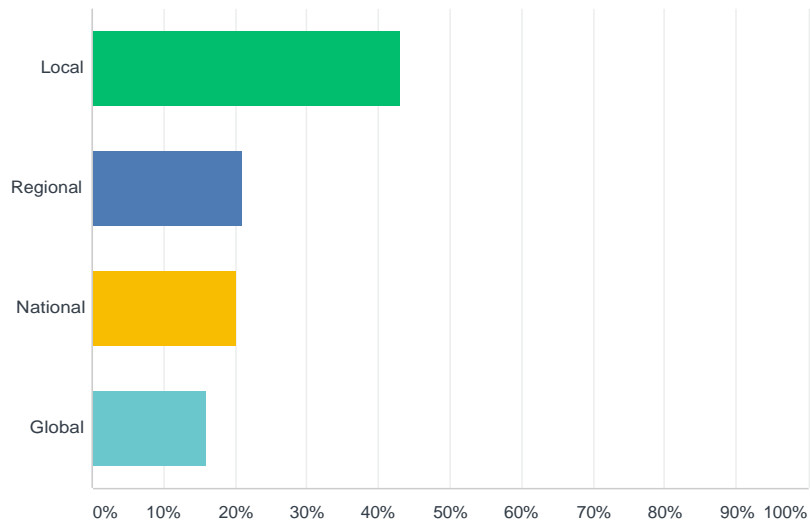


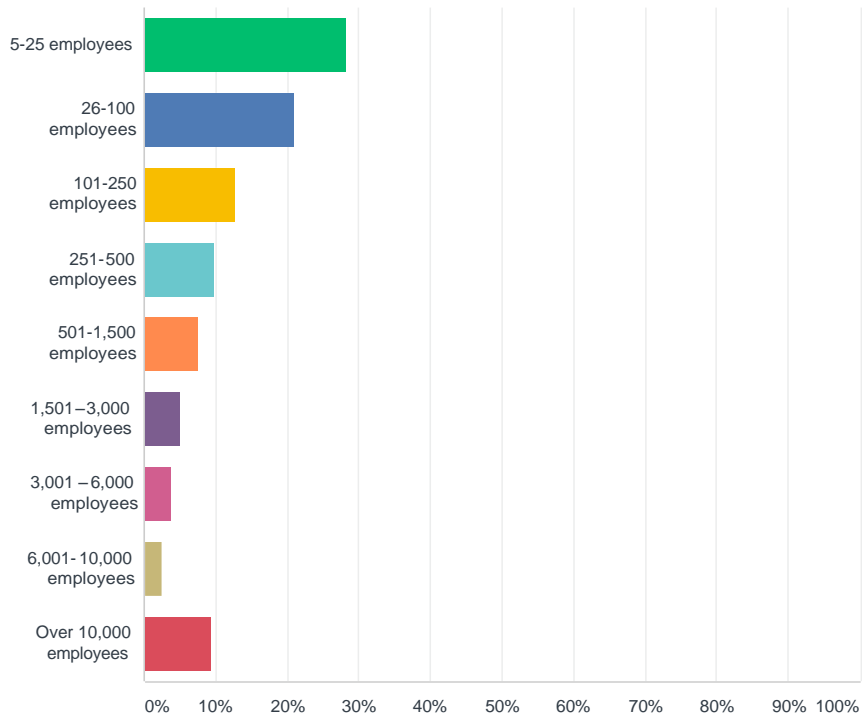
2018 CEIA Employer Survey Summary

Q2 Organizational Territory



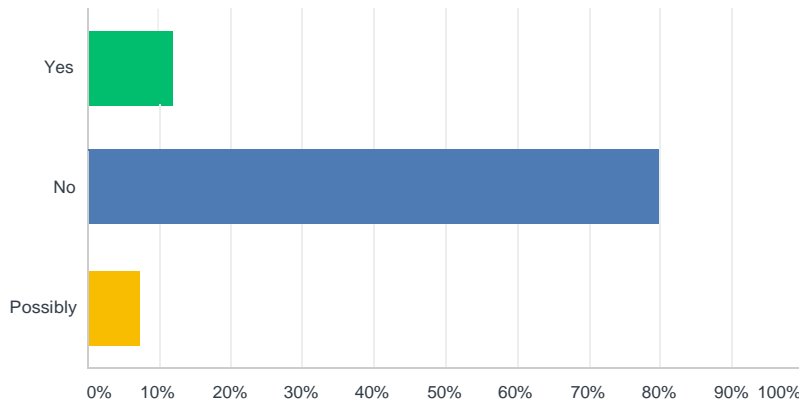
Of the employers who responded, 64% were local or regional, 20% were national, and 16% were global.

Q3 Size of Organization: [check one]



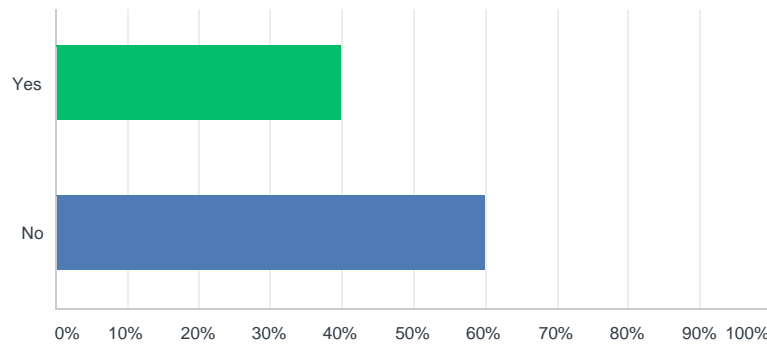
Of the organizations that responded, 28% had 5-25 employees, 21% had 26-100 employees, 13% had 101-250 employees, 26% had between 251-6,000 employees, and 12% had between 6,000-10,000 employees.

Q4 Did you know about CEIA before receiving this survey?



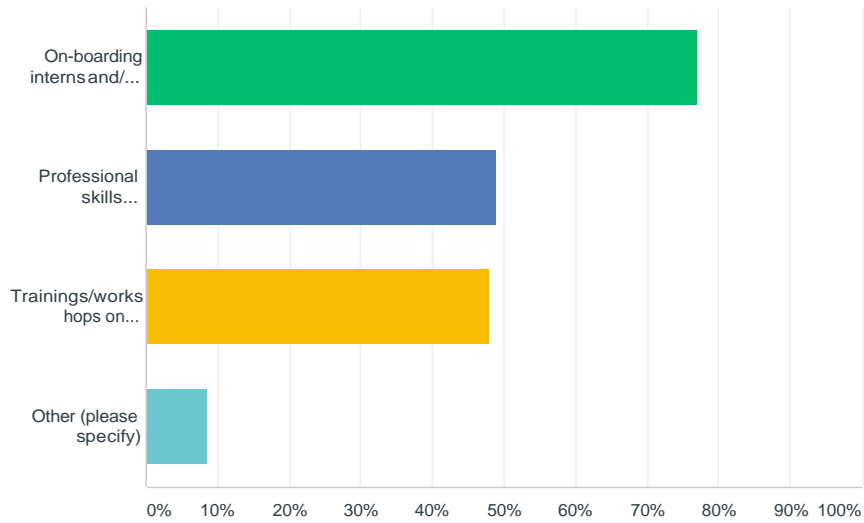
Of the employers who responded, 80% had no previous knowledge of the association, 12% had previous knowledge of the association, and 8% reported they possibly had knowledge of the association.

Q5 Would you like to learn more about CEIA?



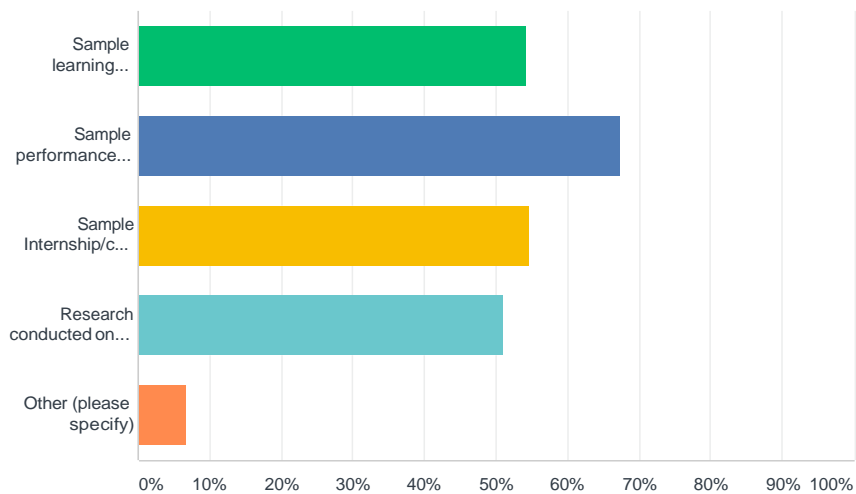
Of the employers who responded 40% would like to learn more about the association, while 60% did not want further information.

Q6 What programs would be of interest to you? (Check all that apply)



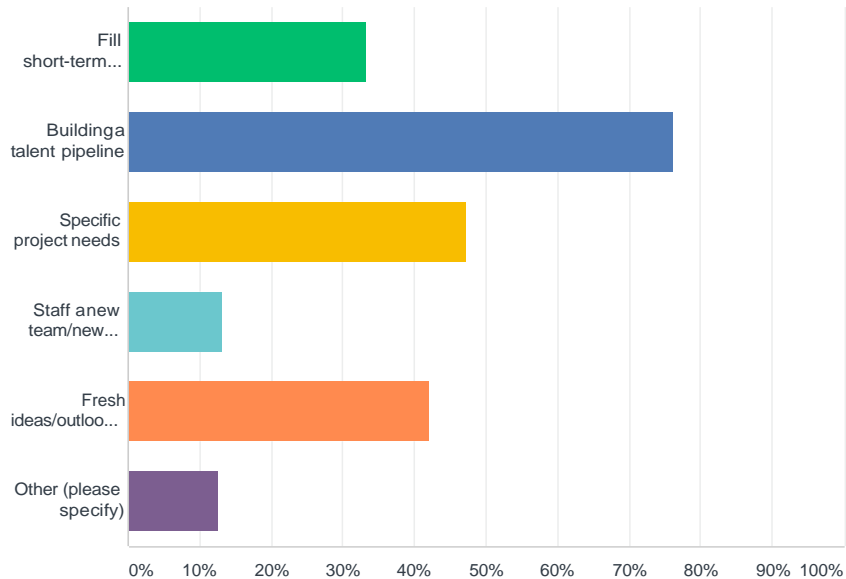
Respondents could check all that applied in this question- Of the employers who responded, 77% reported being interested in resources for onboarding interns or co-ops, 49% were interested in professional skills workshops for interns.co-ops on site, 48% were interested in trainings/workshops on supervising interns and/or co-ops, and 9% were interested in resources on the following: recruiting PT employees, mentorship programs, volunteer recruitment, career fairs, implementing an internship program, having CEIA come to their high school to participate in internship training.

Q7 What resources would be helpful to you in managing your co- op/internships program? (check all that apply)



Respondents could check all that applied in this question- Of the employers who responded,68% were interested in a sample performance evaluation form, 55% were interested in a sample learning contract, 55% were interested in a sample internship/co-op site evaluation form, and 7% were interested in the following: benchmarking reports on compensation for co-ops/interns, training modules, project timeline templates, salary surveys, calendar/deadlines to speak to candidates on campus, research highlighting the experience of interns of color, LGBTQ+ interns, and other underrepresented groups.

Q8 What drives your hiring decisions for internships and co-ops? (check all that apply)

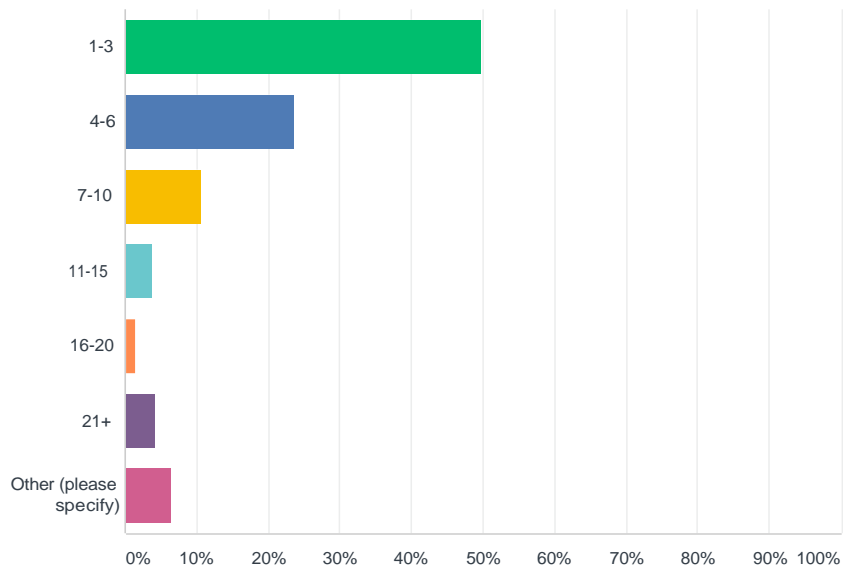


Respondents could check all that applied in this question- Of the employers who responded, 77% were looking to build a talent pipeline, 48% had specific projects needs to fill, 43% were seeking fresh ideas on existing business models, and products, 33% sought to fill short term staffing needs, 14% were trying to staff a new team/business unit, and 13% had other needs that included: help give students professional experience, offer leadership training and service, additional staffing support, increasing exposure of the company to Drexel students, education, develop young talent, keep talent in Florida, meet outside accreditation standards, community engagement, inclusion training, develop niche skills in younger generation.

Q10 How does your company define a Key School/Key Talent Acquisition Partner? (Please rank 1-10 with 1 being the most prominent way that you define a key school.)

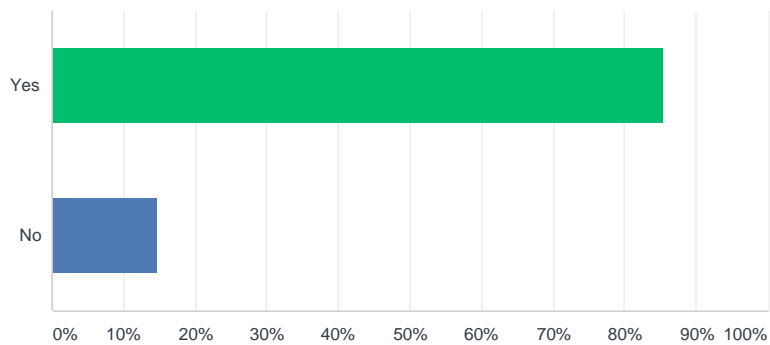
1. Academic programs/majors align with main functional hiring needs
2. Previous success hiring and retaining hires from this institution
3. Geographic proximity to company hub or branch
4. Ease/Ability of collaborating with career services
5. Reputation of the school
6. Number of interns needed
7. Student demographic profile
8. Ease/affordability of sending recruiters to campus
9. Alma Mater of company leadership
10. Size of the institution

Q11 On average, how many Key Schools/Key Talent Acquisition Partners do you work with annually?



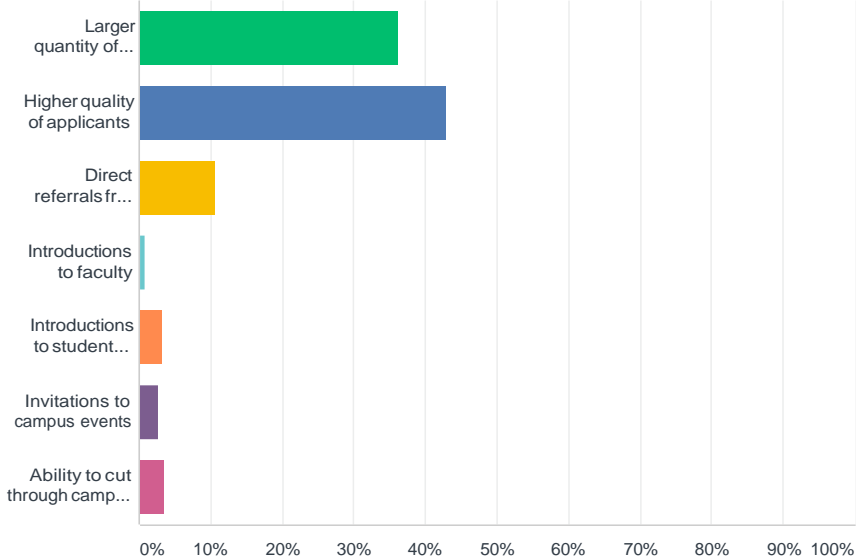
Of the employers who responded, 49% work with 1-3 schools, 35% work with 4-10 schools, 5% work with 11-20 schools, and 4% work with over 21 schools. There were responses from 7% of the respondents that indicated they had no firm patterns for recruitment.

Q12 Do you consider co-op and internship applicants from institutions outside of your predetermined list of Key School/Key Talent Acquisition Partners?



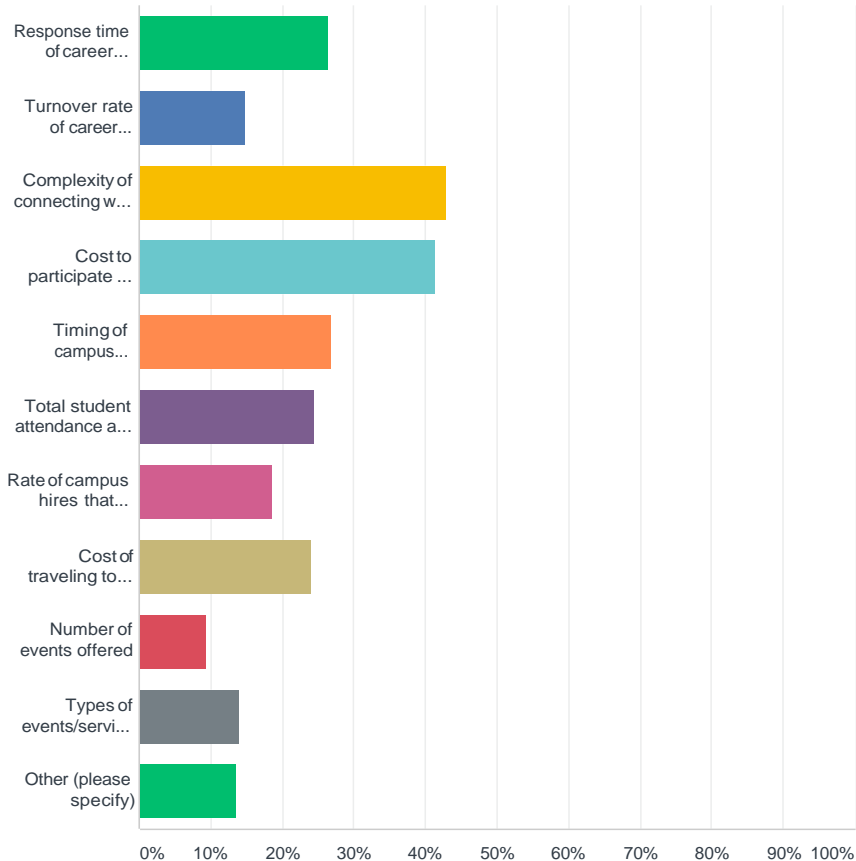
Of the employers who responded, 85% work with schools other than their key talent acquisition schools, 15% do not.

Q13 What is your primary reason for working or collaborating with a college/university to recruit intern and co-op talent?



The employers who responded indicated that their primary reason to work with a certain college or university was as follows: 43% - higher quality of applicants, 36%- larger quantity of applicants, 10%- direct referrals from career services, 4%- ability to cut through the campus bureaucracy, 3% - introductions to student organizations, 3% invitations to campus events, 1% introductions to faculty.

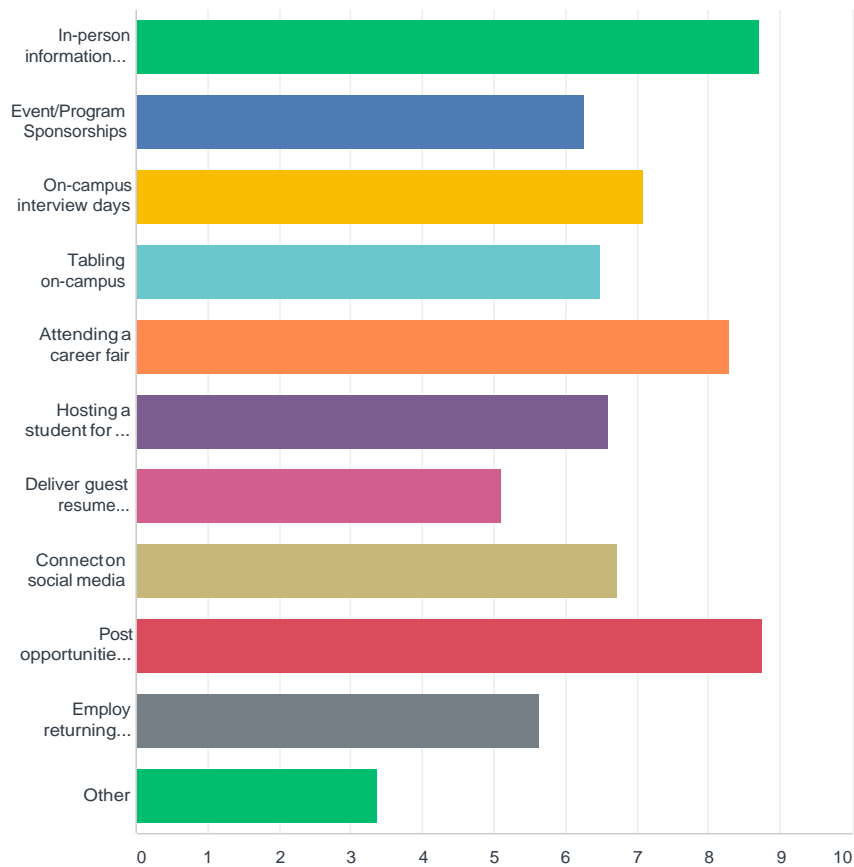
Q14 What are the inhibitors to working or collaborating with a college/university to recruit talent? (check all that apply)



The employers who responded indicated that the primary inhibitors to work with a certain college or university was as follows:

1. Complexity of connecting with target student profile through Career Services office
2. Cost to participate in campus recruiting events
3. Response time of Career Services office
4. Timing of campus recruiting events
5. Total student attendance at campus recruiting events
6. Cost of travelling to campus for recruiting events
7. Rate of campus hires that renege on offers
8. Turnover rate of Career Services staff
9. Types of events/services offered
10. Number of events offered
11. Other- including: lack of direct referrals from university professors, method of matching interns interviewed and accepted, variety of bureaucratic systems, Do not get personally invited, so do not feel like a partner, low quality of potential talent pool, Likelihood of successful recruitment, cost benefit is not worth direct recruiting on campus

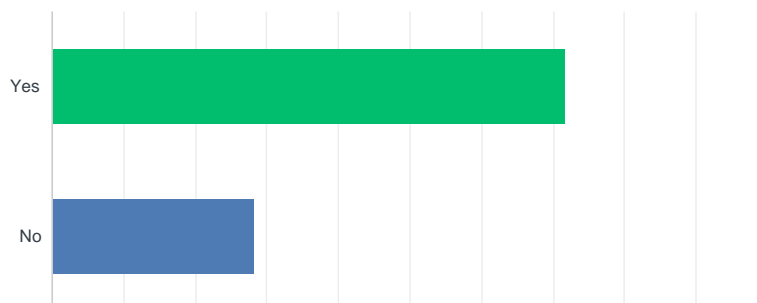
Q15 What are your preferred methods to build and maintain your organizational brand and presence on a college campus? (Please rank 1-11, with #1 being your most preferred method.)



The employers who responded indicated their preferred methods to maintain a brand on campus, in the following order:

1. In person information sessions
2. Post opportunities
3. Attend a career Fair
4. On-campus interview days
5. Tabling on campus
6. Hosting a student for a job shadowing
7. Connect on social media
8. Event/program sponsorships
9. Employ returning interns as campus ambassadors
10. Deliver guest resume critiques

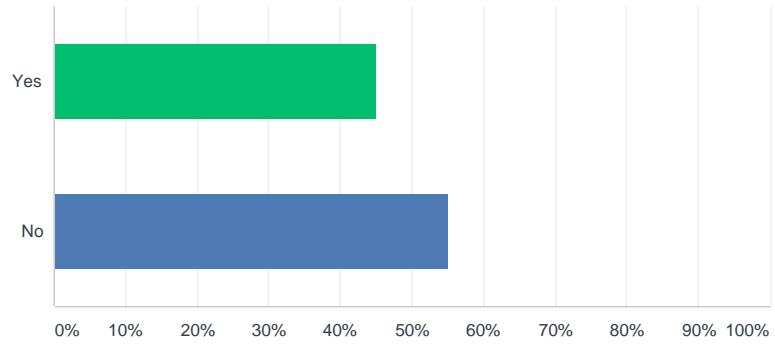
Q19 Do you pay your interns or co-op students?



0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

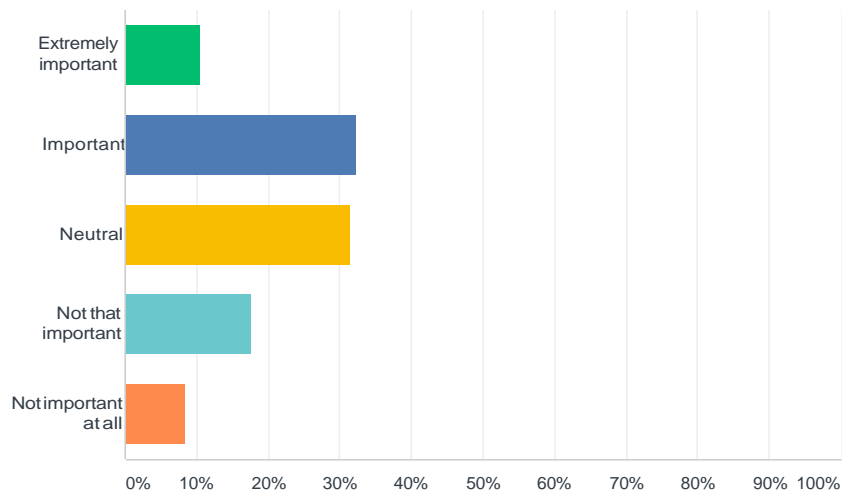
Of the employers who responded, 72% pay their interns or co-ops, 28% do not.

Q21 Does your company source co-op and intern candidates from non- campus affiliated job boards?



Of the employers who responded, 45% access co-op and intern candidates from non- campus affiliated job boards, and 55% do not.

Q23 Assessment of candidates: How important is your assessment of hard skills (i.e. certifications, hiring testing) to the hiring decision for intern and co-op hires?



Of the respondents, 42% perceived that hard skills were extremely important or important for the hiring decision, 30% were neutral, and 28% believed that hard skills were not that important or not important at all for the hiring decision.

Q24 Assessment of candidates: How do you conduct this assessment?

#	RESPONSES	DATE
1	resume and interview	11/18/2018 2:17 PM
2	Interview and interest by candidates	11/14/2018 4:31 PM
3	LIMRA Assessment	11/14/2018 3:17 PM
4	Praxis II	11/13/2018 10:56 AM
5	Coding exams. Case study discussions. In person interview reviews of students' classwork/projects.	11/12/2018 5:45 PM
6	2nd Round Interview is skill based	11/12/2018 3:32 PM
7	pre-screening	11/9/2018 3:07 PM
8	From their resume, but not critical	11/9/2018 2:16 PM
9	personal interview; previous experience; references and recommendations	11/8/2018 12:04 PM
10	In person interviews	11/7/2018 3:36 PM
11	reviewing resume, asking probing questions on their true technical experience - the "WHAT" they have done.	11/6/2018 3:21 PM
12	Interview questions	11/5/2018 10:54 PM
13	Demonstration of Learning - a final project summing up what they learned.	11/5/2018 1:24 PM
14	Resume, Cover letter, Application, Culture Index Survey, Interview, Reference Calls, Group Interview	11/2/2018 3:31 PM
15	Two tests are taken at-home before the internship. Two tests are taken on-site during the internship.	11/2/2018 2:29 PM
16	a personality survey, as well as a presentation from the student	11/2/2018 11:36 AM
17	Resume review and initial screening phone call	11/1/2018 3:13 PM
18	For hire: skill assessment relevant to position, understanding & support of our mission & vision For interns: same intern qualities listed aboe	11/1/2018 2:27 PM

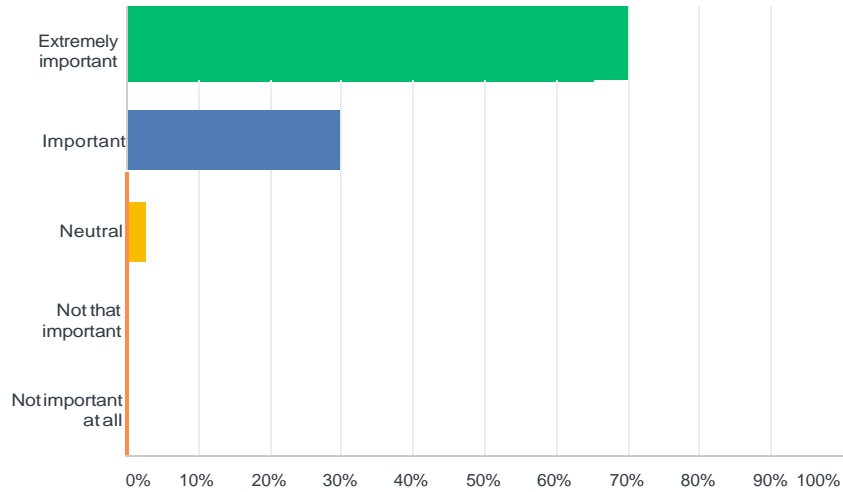
19	interview, past work review	11/1/2018 11:59 AM
20	Reviews from supervisor & coworkers	11/1/2018 10:08 AM
21	Resume: Academic Record, Transcripts	11/1/2018 9:16 AM
22	Review of application materials, interview, reference checks, passing background/drug test	11/1/2018 8:26 AM
23	How strong are the candidate's critical thinking skills, analytical skills, and ability to connect the dots.	10/31/2018 9:01 PM
24	Assessed in interview with proficiency level and particulars of what they did using those skills	10/31/2018 3:15 PM
25	Resume and cover letter, but the initial interview tells us all. We ask about why they are personally passionate about working with our organization and what they know about the subjects we encounter in our line of work. For some internships, the flexibility or availability is also a determining factor, as is technical or language skills; sometimes positions require knowledge of assessing data or being completely fluent in a language. For legal internships, students are required to be 2nd year law students.	10/31/2018 2:50 PM
26	In person, or remotely (with an assignment)	10/31/2018 1:54 PM
27	I've used Drexel Co-Op program off and on for twenty five years, and have a mix of internal assessments	10/31/2018 1:00 PM
28	Through writing samples.	10/31/2018 12:15 PM
29	Grades in college course, especially those related to the job, i.e. tax and accounting classes	10/31/2018 12:05 PM
30	In-office assessments as part of the interview process. We can always train.	10/31/2018 11:34 AM
31	interview process, resume, prior experience	10/31/2018 11:32 AM
32	In person interview	10/30/2018 1:15 PM
33	Engineering Interns - software user test Lab Scientist interns - lab skills test	10/30/2018 10:56 AM
34	Resume and portfolio	10/30/2018 10:52 AM
35	End of term review	10/30/2018 7:49 AM
36	Evaluations during internship	10/29/2018 7:32 PM
39	Skype discussion and see how prospective project based work would suit both parties for duration of internship	10/29/2018 4:01 PM
40	Interview	10/29/2018 3:26 PM
41	Review of cover letter and resume along with questions during interview. No testing is performed.	10/29/2018 2:43 PM
42	Past classes	10/29/2018 2:35 PM
43	Resume evaluation, phone interview, in-person interview	10/29/2018 2:11 PM
44	In Person Interviews	10/29/2018 2:08 PM
45	We review their application, resume/CV and interview them; Same as we do all other candidate hires.	10/29/2018 2:03 PM
46	We base our assessment on students GPA, transcript and previous experiences.	10/29/2018 1:27 PM
47	phone interview with my department, in-person interview with internship supervisor, reference checks.	10/29/2018 1:07 PM
48	Live coding during interviews or on-line assessments	10/29/2018 12:39 PM
49	in person interviews	10/29/2018 11:34 AM
50	in person interview	10/29/2018 10:41 AM
51	An in-person interview.	10/29/2018 10:36 AM
52	- Review of Resume and Sample Work via Email - In-Person Portfolio Review / Interview - Evaluation of Communication Skills - Online & In Person	10/29/2018 10:07 AM
53	resume review	10/29/2018 9:37 AM
54	Interview	10/29/2018 9:31 AM
55	Interview	10/29/2018 9:25 AM

61	Interview	10/29/2018 9:22 AM
62	Orally discussing their class and external projects	10/26/2018 11:05 AM
63	Based on a company needs assessment list	10/26/2018 10:49 AM
64	Reviews from those working closely with intern.	10/26/2018 10:25 AM
65	Performance goals and objectives set during the internship experience.	10/26/2018 10:07 AM
66	interviews, written interviews	10/25/2018 2:45 PM
67	Through a hiring panel and observations	10/25/2018 2:10 PM
68	interview, resume	10/25/2018 1:20 PM
69	na	10/25/2018 12:19 PM
70	N/A	10/25/2018 11:53 AM
71	Currently, we do not.	10/25/2018 10:51 AM
72	Interview & rubric	10/25/2018 10:49 AM
73	Manually	10/25/2018 9:53 AM
74	Coding tests during the interview	10/25/2018 9:51 AM
75	Watson Glaser critical thinking assessment and interview	10/25/2018 9:40 AM
76	Online assessments such as Wonderlic, Excel Skills, Caliper	10/25/2018 9:21 AM
77	Convo with applicant	10/25/2018 8:51 AM
78	Resume	10/25/2018 8:51 AM
79	Ability to write, speak publically, and respresent the organization professionally.	10/25/2018 8:38 AM
80	Only team that requires hard skills is engineering; they conduct a tech screen where they have students code/solve problems	10/25/2018 8:33 AM
81	N?A	10/25/2018 8:17 AM
82	online assessments and internal evaluations	10/25/2018 7:49 AM
83	Through interviews.	10/25/2018 7:39 AM
84	small team reads through applications to see what skills students have	10/25/2018 7:17 AM
85	Interview and talent	10/25/2018 6:42 AM
86	interviewing	10/24/2018 9:27 PM
87	Interview	10/24/2018 7:54 PM
88	resume, phone screening	10/24/2018 5:37 PM
89	In-house interview process	10/24/2018 2:36 PM
90	Application, Essay, and Oral Interview	10/24/2018 2:23 PM
91	Interview only	10/24/2018 12:58 PM
92	Interviews are done by the hiring programs.	10/24/2018 12:54 PM
93	Via online services	10/24/2018 12:44 PM
94	N/A	10/24/2018 12:06 PM
95	School usually has an assessment the supervisor is required to complete.	10/24/2018 11:25 AM
96	interviews at time of hire, weekly supervision meetings, review of work projects	10/24/2018 11:21 AM
97	Screening questions.	10/24/2018 10:58 AM
98	Work assignment to evaluate Excel skill set Work assignment to evaluate writing skills	10/24/2018 10:55 AM
99	reviewing work samples, reviewing resume	10/24/2018 10:25 AM
100	Interviews	10/24/2018 9:57 AM
101	resume review	10/24/2018 9:19 AM
102	Computer literacy assessments and other basic computer skills assessments.	10/24/2018 9:00 AM
103	We have a written test as well as online assessments that help us gauge the candidates	10/24/2018 8:46 AM
104	Certifications	10/24/2018 8:27 AM
105	For internships, we do not have any assessments other than their application and interviews.	10/24/2018 8:10 AM
106	Predictive index and certifications for serving, tips, and cpr	10/24/2018 7:38 AM
107	Ask technical questions	10/24/2018 7:26 AM
108	We give all interns preliminary exams and then re-test at the conclusion of the internship	10/24/2018 7:18 AM
109	Interviews in person, background and drug tests.	10/24/2018 7:02 AM

110	Background Check	10/24/2018 6:51 AM
111	HR and Hiring manager conducts interview	10/24/2018 6:28 AM
112	Interviews	10/23/2018 10:02 PM
113	Review resume & cover letter. Communicate by phone and email.	10/23/2018 4:18 PM
114	application score, interview panel, written test	10/23/2018 4:18 PM
115	we score based on resume and phone interview	10/23/2018 4:12 PM
116	Interviewing skills	10/23/2018 4:04 PM
117	We do Excel testing and often ask for writing samples	10/23/2018 3:57 PM
118	Resume review / phone interview / in-person interview	10/23/2018 3:53 PM
119	In-person interviews	10/23/2018 3:47 PM
120	Interview	10/23/2018 3:45 PM
121	hackerrank	10/23/2018 3:44 PM
122	Social Media Involvement	10/23/2018 12:36 PM
123	Interviews	10/22/2018 5:32 PM
124	reference check and former activities/jobs	10/22/2018 12:44 PM
125	Online	10/22/2018 11:58 AM
126	Usually through interview questioning and resume, but hands-on assessment where needed	10/22/2018 8:49 AM
127	Resume review	10/21/2018 8:26 PM
128	Assessing work submitted by each candidate for quality and compliance to each project or position.	10/21/2018 9:30 AM
129	On Job Evaluation	10/20/2018 6:21 AM
130	We use the Predictive Index Survey	10/19/2018 2:25 PM
131	The candidate completes a skill survey, references required and thoroughly followed-up, a background check is required as well as a drug test.	10/19/2018 2:06 PM
132	Video interviews, online behavioral assessment, in person interviews, role / job simulation	10/19/2018 12:26 PM
133	interview questions that test domain knowledge, GPA, prior experience and skills listed on resume	10/19/2018 9:55 AM
134	Provision of certifications or similar documentation, reference checks	10/19/2018 9:33 AM
135	interview w/ resume	10/18/2018 2:19 PM
136	We have candidates engage in a trial collaborative project and spend time at the facility with students and staff.	10/17/2018 11:48 PM
137	Interviews	10/17/2018 5:33 PM
138	we do critical writing tests.	10/17/2018 5:10 PM
139	Phone interview, writing samples, recommendations, resume	10/17/2018 4:21 PM
140	Interviews based on skill matrix	10/17/2018 1:58 PM
141	Interview and Resume based. References checked.	10/17/2018 1:30 PM
142	Review resumes	10/17/2018 1:27 PM
143	review	10/17/2018 12:52 PM
144	Application, resume, letters of recommendation, college transcripts, writing sample, interview.	10/17/2018 12:36 PM
145	In person interview	10/17/2018 12:28 PM
146	cover letter, Interview	10/17/2018 12:05 PM
147	Face to face meetings. I want to know they are interested in helping other children succeed academically and socially. I also would like them to have some experience tutoring.	10/17/2018 12:03 PM
148	personal interviews and background checks	10/17/2018 11:50 AM
149	Zerowait had a 90 day review and the student is required to complete a hands on Quiz that is monitored and reviewed with the student	10/17/2018 11:34 AM
150	No formal assessment	10/17/2018 11:33 AM

156	portfolio review	10/17/2018 10:57 AM
157	experience; academic quality; interview	10/17/2018 6:55 AM
158	Job application, resume, interview	10/16/2018 7:55 PM
159	interview and learning what skills a student has. We recognize that most students have never worked in an office setting and help them learn about being in the working world.	
160	We hold volunteer interviews to assess what hard skills and interests the candidate has in relationship to the organization. The CityArts volunteer coordinator conducts these interviews and places the candidate in program related roles to perform tasks that help program run smoothly.	

Q25 Assessment of candidates: How important is your assessment of soft skills (i.e. communication, teamwork, cultural agility, leadership) to the hiring decision for intern and co-op hires?



Of the respondents, 96% perceived that soft skills were extremely important or important for the hiring decision, 3% were neutral, and 1% believed that soft skills were not that important or not important at all for the hiring decision.

Q26 Assessment of candidates: How do you conduct this assessment?

#	RESPONSES	DATE
1	Interview	11/19/2018 4:04 PM
2	interview and resume	11/18/2018 2:17 PM
3	via onsite interviews, communication, etc.	11/14/2018 7:35 PM
4	The assessment is sent via email	11/14/2018 3:17 PM
5	In person interviewing with Behavioral Based and traditional questions.	11/12/2018 5:45 PM
6	1st Round Interview uses behavioral questions	11/12/2018 3:32 PM
7	Previous work or volunteer experiences, language skills, intercultural experiences	11/11/2018 12:26 PM

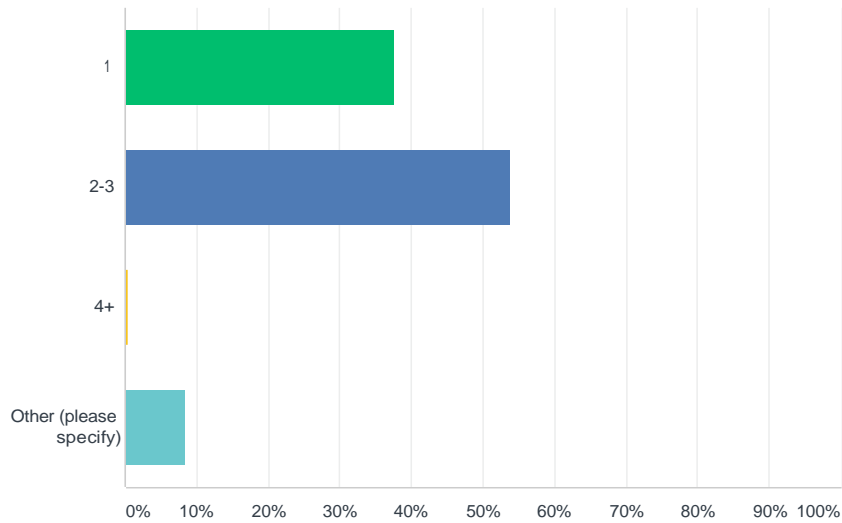
8	job fairs, pre-screening	11/9/2018 3:07 PM
9	Phone and in person interviews	11/9/2018 2:16 PM
10	personal interview; previous experience; references and recommendations	11/8/2018 12:04 PM
11	Interviews	11/7/2018 3:36 PM
12	reviewing resume, asking probing questions on their interpersonal experience - the "HOW" they do what they have done, their assessment of what previous supervisors would say about them, what they do in their spare time, how they appear to engage in our conversations about culture, etc.	11/6/2018 3:21 PM
13	Interview	11/6/2018 10:31 AM
14	Interview questions	11/5/2018 10:54 PM
16	Interviews, references	11/2/2018 3:31 PM
17	On-Site or Skype interview	11/2/2018 2:29 PM
18	interview process	11/2/2018 2:02 PM
19	multiple leadership interviews	11/2/2018 11:36 AM
20	In person interview and field observation	11/1/2018 3:13 PM
21	Interns: face-to-face interview on our site	11/1/2018 2:27 PM
22	interview	11/1/2018 11:59 AM
23	Via questions in the interview process.	11/1/2018 11:24 AM
24	Reviews from supervisor & coworkers	11/1/2018 10:08 AM
25	interviews prior to offering the position and utilizing provided resumes	11/1/2018 9:58 AM
26	Resume: Previous work and academic experiences, leadership in organization, volunteer work	11/1/2018 9:16 AM
27	Review of application materials, interview	11/1/2018 8:26 AM
28	Team evaluation including findings of conversations with references.	10/31/2018 9:01 PM
29	Interview and	10/31/2018 3:15 PM
30	The interview and a check-in after the first week.	10/31/2018 2:50 PM
31	Interview	10/31/2018 1:54 PM
32	Face to face, before hiring; exit conference at end of the six-month period, follow both the Drexel template and our HR template.	10/31/2018 1:00 PM
33	behavioral interviewing	10/31/2018 12:37 PM
35	Phone interview and follow up interview with team	10/31/2018 12:05 PM
36	In-person interviews with multiple full-time staff members so ensure a good fit and consistent soft skills.	10/31/2018 11:34 AM
37	interview call, behavioral questions, scenarios from prior positions	10/31/2018 11:32 AM
38	interviews	10/31/2018 11:26 AM
39	Interview questions	10/31/2018 10:04 AM
41	In person interview	10/30/2018 1:15 PM
42	Quick Phone screen then Face-to-face interview (with skills test)	10/30/2018 10:56 AM
43	Interview	10/30/2018 10:52 AM
44	Interview with 3 interviewers on campus, 2nd interview for finalists at office to discuss job with current co-op and staff engineers.	10/30/2018 7:49 AM
45	Interviews	10/29/2018 8:18 PM
46	Evaluations	10/29/2018 7:32 PM
47	We only conduct on campus interviews. Essentially we look at each student and rank them (as we go) through the day. For example, the first student is the top. The second student is either above or below the first, and so on. We essentially use the impression from the students at the interview (in conjunction with a resume review) to make sure we have a good candidate.	10/29/2018 6:31 PM
49	One to one via Skyoe	10/29/2018 4:01 PM

51	In-person interview along with review of cover letter and resume	10/29/2018 2:43 PM
52	Interviews, online videos, job fair presentation	10/29/2018 2:35 PM
53	Phone and in-person interviews	10/29/2018 2:11 PM
54	In Person Interviews	10/29/2018 2:08 PM
55	Subjectively - interview/selection by the manager they are being assigned to is the final decision maker.	10/29/2018 2:03 PM
56	We base our assessment on students GPA, transcript and previous experiences. As well as their answers during their interviews.	10/29/2018 1:27 PM
57	phone interview with my department, in-person interview with internship supervisor, reference checks.	10/29/2018 1:07 PM
58	Interview and other correspondence	10/29/2018 12:39 PM
59	Did they follow instruction when applying for the internship, did they seem interested in the work, did they follow-up in a timely manner.	10/29/2018 12:12 PM
60	in person interviews	10/29/2018 11:34 AM
61	Writing tests, proven oral communication skills, and formal interviews.	10/29/2018 10:44 AM
62	talk	10/29/2018 10:41 AM
63	In person interview	10/29/2018 10:36 AM
64	- Review of Resume and Sample Work via Email - In-Person Portfolio Review / Interview - Evaluation of Communication Skills - Online & In Person	10/29/2018 10:07 AM
65	interviews	10/29/2018 10:01 AM
66	interview	10/29/2018 9:58 AM
67	interview, resume review, facilities tour	10/29/2018 9:40 AM
68	In person interviews	10/29/2018 9:37 AM
69	Trial work day	10/29/2018 9:36 AM
70	interview	10/29/2018 9:31 AM
71	Behavioral Interviewing	10/29/2018 9:25 AM
72	With team we determine the candidate assets	10/29/2018 9:22 AM
73	Through one on one meetings, interviews	10/26/2018 11:05 AM
74	Based on a company needs assessment list	10/26/2018 10:49 AM
75	Monthly in person reviews.	10/26/2018 10:25 AM
76	Performance goals and objectives set during the internship experience.	10/26/2018 10:07 AM
77	Interviews and questions	10/26/2018 9:54 AM
78	interviews	10/26/2018 8:22 AM
79	interviews, written interviews, online communication	10/25/2018 2:45 PM
80	Observations	10/25/2018 2:10 PM
81	interview, contacting references	10/25/2018 1:20 PM
82	Interviews	10/25/2018 11:53 AM
83	Through observation and interaction.	10/25/2018 10:51 AM
84	Interview	10/25/2018 10:49 AM
85	Manually	10/25/2018 9:53 AM
86	In-person interview	10/25/2018 9:51 AM
87	Test link is emailed to them. Come to office for interview.	10/25/2018 9:40 AM
88	In-person evaluation	10/25/2018 9:21 AM
89	Interview	10/25/2018 8:51 AM
90	Compassion and good intentions when working with survivors.	10/25/2018 8:38 AM
91	Phone screen and on site interview	10/25/2018 8:33 AM
92	Conversations and questions at the interview	10/25/2018 8:17 AM
93	interviews	10/25/2018 7:49 AM
94	The initial two phone interviews will tell us this. It lets us know how comfortable the candidate is on the phone.	10/25/2018 7:43 AM
95	Through interviews.	10/25/2018 7:39 AM

96	small team reads through applications to see what skills students have, may call references, conducts an interview with the candidate	10/25/2018 7:17 AM
97	Face to face meeting	10/25/2018 6:42 AM
98	trial	10/24/2018 9:27 PM
99	Interview	10/24/2018 7:54 PM
100	phone screening, interview	10/24/2018 5:37 PM
101	in house interview process	10/24/2018 2:36 PM
102	Application, Essay, and Oral Interview	10/24/2018 2:23 PM
103	phone interviews, on-site interviews	10/24/2018 2:03 PM
104	interviews and reference check	10/24/2018 1:20 PM
105	Interview only	10/24/2018 12:58 PM
106	assessments are done by program management.	10/24/2018 12:54 PM
107	Interview process	10/24/2018 12:44 PM
108	We hold in-person interviews on-site so each department is able to better assess how a student interacts with our space and staff.	10/24/2018 12:06 PM
109	no formal assessment	10/24/2018 11:30 AM
110	School usually has an assessment the supervisor is required to complete.	10/24/2018 11:25 AM
111	review of internship application/resume. oral and written assessment	10/24/2018 11:21 AM
112	Interviewing	10/24/2018 10:58 AM
113	In-person interviews with 2-3 members of our leadership team, email communication, tour of our school (we serve K-12 students with a diagnosis on the autism spectrum)	10/24/2018 10:55 AM
114	in-person and phone interviews, contacting professional references	10/24/2018 10:25 AM
115	See how they fit in the culture	10/24/2018 9:57 AM
116	interviews/screening	10/24/2018 9:19 AM
117	Performance Evaluations	10/24/2018 9:00 AM
118	during my interviews	10/24/2018 8:54 AM
119	This is also part of our online assessments but for the most part hopefully throughout the interview and the 12 week program we learn if they have these traits first hand	10/24/2018 8:46 AM
120	their office productivity. How quickly they catch on to the work being asked of them.	10/24/2018 8:28 AM
121	Cultural of office.	10/24/2018 8:27 AM
122	For internships, we do not have any assessments other than their application and interviews.	10/24/2018 8:10 AM
123	Haven't as of yet with co-op or interns	10/24/2018 7:38 AM
124	Through the interview process. Getting to know the applicant.	10/24/2018 7:26 AM
125	Same as above	10/24/2018 7:18 AM
126	In - person interviews.	10/24/2018 7:02 AM
127	Interview	10/24/2018 6:51 AM
128	HR and Hiring manager conducts interview	10/24/2018 6:28 AM
129	interview process	10/23/2018 10:02 PM
130	Interviews and resumes	10/23/2018 6:27 PM
134	Interview, written test	10/23/2018 4:18 PM
135	score	10/23/2018 4:12 PM
136	Analyze their efforts of goals and completion of assignments.	10/23/2018 4:05 PM
137	Interviewing Skills	10/23/2018 4:04 PM
138	Interviews with several of the staff members prior to selection	10/23/2018 3:57 PM
139	In-person. We have seen firsthand that you can teach a person to do anything if they are friendly, willing, and eager to learn. But if their attitude isn't right, no amount of book knowledge will suffice.	10/23/2018 3:53 PM
140	In-person interviews	10/23/2018 3:47 PM
141	Interview	10/23/2018 3:45 PM

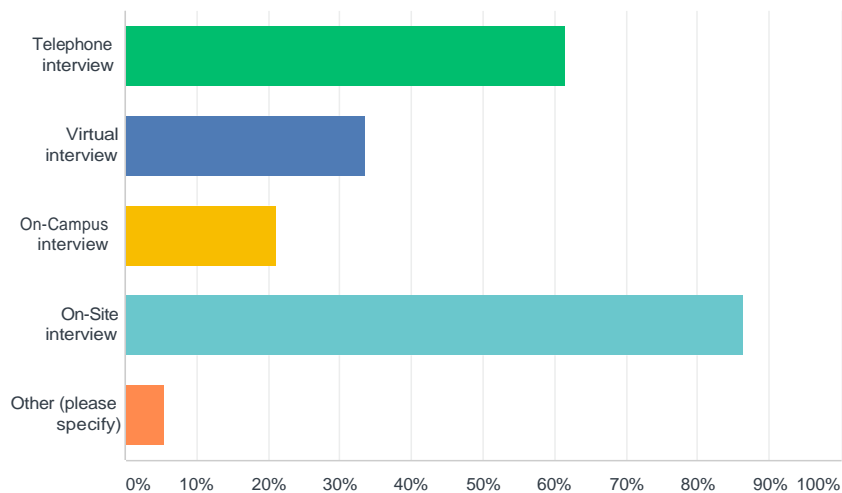
142	phone calls/virtual onsite	10/23/2018 3:44 PM
143	Social Media Involvement	10/23/2018 12:36 PM
144	Interviews	10/22/2018 5:32 PM
145	during the interview and references	10/22/2018 12:44 PM
148	Observation of the candidate's interpersonal skills and professionalism.	10/21/2018 8:26 PM
149	Day to Day observation and compliance by each candidate.	10/21/2018 9:30 AM
150	Observation during the interview	10/20/2018 8:51 AM
151	Interviews by two to three managers	10/20/2018 6:21 AM
152	behavioral interview questions, how well they communicate during the interview process both verbally and written.	10/19/2018 2:25 PM
153	The interviewing process; communication skills and how well the institution sending the intern verbally rates their qualifications and personality. How well the intern being considered follows-up with the individual/agency considering placement.	10/19/2018 2:06 PM
154	Behavioral interviews, role / job simulation, online behavioral assessment, video interviews	10/19/2018 12:26 PM
155	demonstration of the candidate's communication skills throughout the interview process, customer service experience listed on resume	10/19/2018 9:55 AM
156	Work product	10/19/2018 9:33 AM
157	Reference checks, interviews, product samples	10/19/2018 9:33 AM
158	face to face interview/ resume	10/18/2018 2:19 PM
159	Through Performance	10/18/2018 12:54 PM
160	we don't have a formal assessment for candidates	10/18/2018 7:52 AM
161	Informal observation, interview, references, and evaluations	10/17/2018 11:48 PM
162	Interviews	10/17/2018 5:33 PM
163	through a rigorous interview process	10/17/2018 5:10 PM
164	Phone interview, recommendations	10/17/2018 4:21 PM
165	Interview and feedback	10/17/2018 2:14 PM
166	interview	10/17/2018 2:01 PM
167	Interview and Resume based. References checked.	10/17/2018 1:30 PM
168	Resumes	10/17/2018 1:27 PM
169	group discussion and review of artifacts requested	10/17/2018 12:52 PM
170	Interview, volunteer experience, extracurricular activities.	10/17/2018 12:36 PM
171	In person interview	10/17/2018 12:28 PM
172	Cover letter, Interview	10/17/2018 12:05 PM
173	It comes through in the interview.	10/17/2018 12:03 PM
174	Skill and behavior assessments (DISC / IBM Assess)	10/17/2018 11:59 AM
175	personal interviews and background checks	10/17/2018 11:50 AM
176	Zerowait had a 90 day review and the student is required to complete a hands on Quiz that is monitored and reviewed with the student	10/17/2018 11:34 AM
177	Day-to-day activities	10/17/2018 11:33 AM
178	behavioral interviewing	10/17/2018 10:57 AM
179	application packet (includes applicant letter, résumé, two recommendation letters, unofficial transcript)	10/17/2018 6:55 AM
180	team assessment of qualifications and interview	10/16/2018 7:55 PM
181	interview and learning the personality of the student. We recognize that most students have never worked in an office setting and help them learn about being in the working world.	10/16/2018 4:44 PM
182	Candidates are interviewed about their relationship to the arts, community building, and creative youth development for the volunteer coordinator to assess their ability to work one-on-one with youth and their potential to become future teaching staff.	10/16/2018 3:54 PM
183	In person behavioral interviews	10/16/2018 3:12 PM

Q27 How many interview rounds do co-op and interns go through?



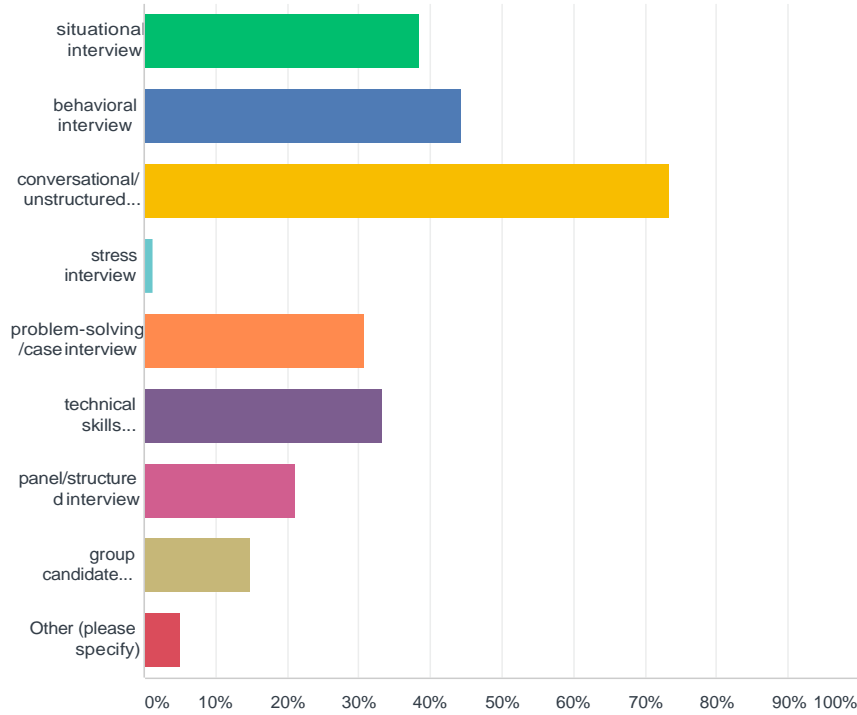
Of the respondents, 54% indicated 2-3 rounds of interviews, 38% conducted one, and less than ½% conducted 4 or more interviews. 8% of the respondents had varied Responses- day-to day activities, work product, social media involvement, and DISC/IBM assessments.

Q28 What interview formats do you utilize for co-op and intern hiring?



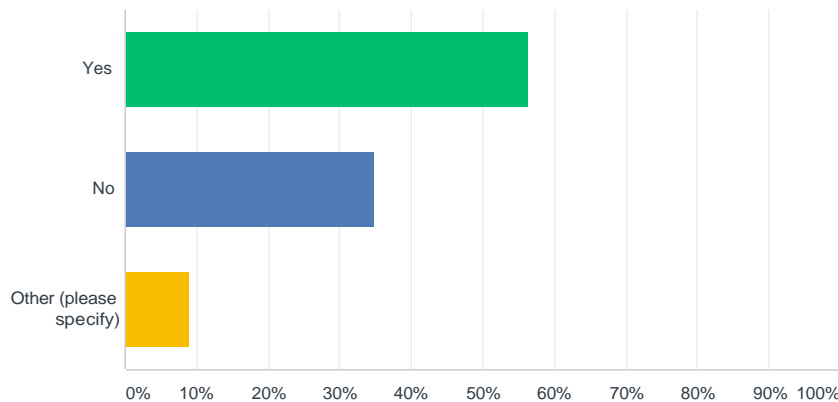
Of the respondents, 87% conduct on-site interviews, 61% conduct telephone interviews, 33% do virtual interviews, and 21% do on-campus interviews, 6% reported- chats via skype, e-mail communications, assess writing and communications, trial shadow day on the job, and varies by role.

Q29 What type of interviews do you utilize to assess co-op and intern candidates? (check all that apply)



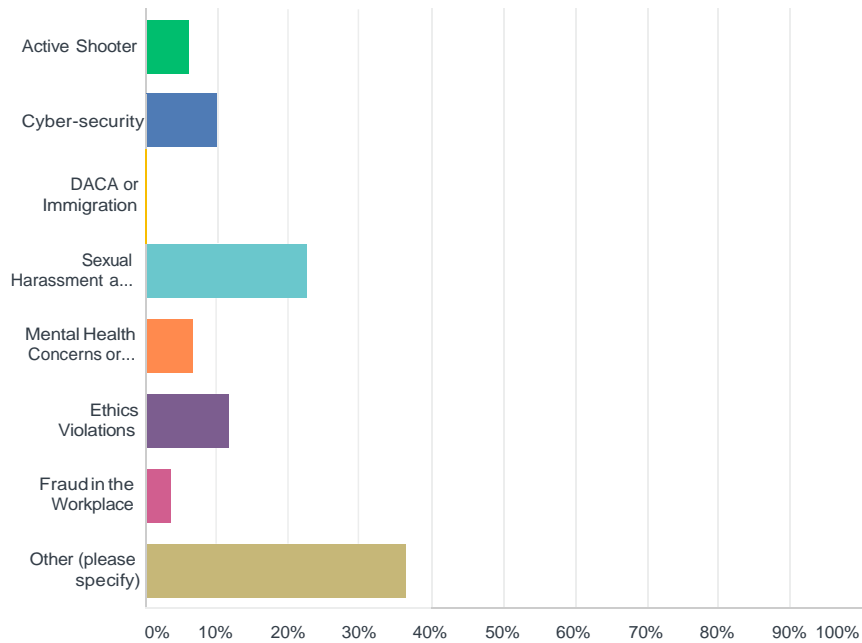
Of the respondents, 74% conducted conversational/unstructured interviews, 44% conducted behavioral interviews, 38% conducted situational interviews, 33% conducted technical skills interviews, 30% did problem solving/ case interviews, and 21% do panel/structured interviews, 14% conducted group interviews, 1.5% did stress interviews, and 5% conducted the following: portfolio review, personal assessment, informational interview, presentation or work product.

Q30 Work Culture trainings: Do you conduct additional professional development trainings in light of recent workplace safety, security, and harassment recently covered in the media?



Of the respondents, 57% conduct professional development trainings, 34% do not conduct trainings, and 9% conduct the following: diversity & inclusion, as needed, safety security, and harassment, as required by federal policy.

Q31 Work Culture trainings: If yes, what does the training relate to?



Of the respondents, many indicated they would have selected all- or a few, but the questions was prompted poorly, BUT, of those that answered, 23% conducted sexual harassment training, 10% cyber-security, 13% ethics violations, 7% mental health concerns, 7% active shooter training, 4% fraud in the workplace, 2% DACA training.

Q32 What systems or protocols, in relation to workplace culture, do you have in place to ensure a positive experience with your organization?

Of the respondents, 57% reported conducting additional trainings, in light of recent workplace incidents, 35% did not, and 8% responded as follows:

#	RESPONSES	DATE
1	great company culture fostering continued learning and development. Collaborative team environment of innovators.	11/14/2018 7:35 PM
2	9 Block surveys of managers and merit increases	11/14/2018 4:31 PM
3	we have our own protocol should be followed	11/14/2018 1:35 PM
4	orientation, handbook overview	11/9/2018 3:07 PM
5	Office food, lunch out, try to offer some enjoyment during work.	11/9/2018 2:16 PM
6	safe sanctuaries; living in community	11/8/2018 12:04 PM
7	weekly check in meetings and an open-door policy	11/7/2018 3:36 PM
8	Performance reviews; trainings	11/6/2018 10:31 AM
9	Do not save passwords, have physical copies on logins	11/5/2018 10:54 PM
10	Customer Service training.	11/5/2018 1:24 PM
11	Permission to Play Staff Values, Teamwork, conflict management, all staff meetings, etc.	11/2/2018 3:31 PM
12	orientation	11/2/2018 2:02 PM
13	have them meet with other advisors, very relationship type interviewing.	11/2/2018 11:36 AM
14	Lunch and Learns, Quarterly Pulse Meetings, Standing 10 Minute checkins with Interns	11/1/2018 3:13 PM
15	each intern is assigned to one trainer/mentor, conferences mid-way and end of coop, fun but	educational field trips, special events, introductions

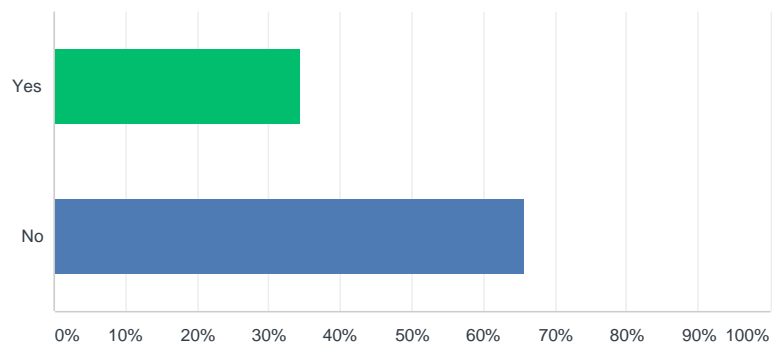
	specific people & training specific to them, lunch time celebrations, posting their photo w/favorite working dog on facebook, individual coaching, training & mentoring, group work, off campus events, room for advancement within our structure	11/1/2018 2:27 PM
18	Training team activities and incentives. 1 in 1 training and monthly progress interviews.	11/1/2018 11:24 AM
	Direct line of communication with Program Coordinator and Executive member.	11/1/2018 9:16 AM
19	review of monthly journal entries (great way to pick up on slight issues and address right away), checking in casually several times during internship (more often at start) intern evaluation of our program at end of internship	11/1/2018 8:26 AM
20	Undocumented policy of non-discrimination. Anything less than complete mutual respect for all other people inside and outside our organization is not acceptable.	10/31/2018 9:01 PM
21	Introduction process of intern to stakeholders in our organization.	10/31/2018 3:15 PM
22	Bringing support, awareness, programs, and scholarships to children with disabilities and their families while maintaining a positive, family-like culture for employees.	
23	Report suspicious behavior, do not ask non-staff to help you, interns are not allowed to share intern email info for external use, communicate about scheduling or concerns with anything, confidentiality forms, media release forms.	
24	An open, flat structure; we encourage diversity of backgrounds and opinions; a laid back atmosphere where people can be themselves while still working to their potential.	
25	Focus on learning to accomplish tasks on time; arriving at work on time. Try to have two projects during each six-month assignment. Stress using SBAR on projects, so the student can be assessed on writing skills.	
26	We have a lot of onboarding material that we sent out before they join. When they are a part of the team, they have a mentor and other interns they can ask questions. We have classes two times a week to teach different topics related to business and the company culture.	
28	A list of 5 core values that we have established over the last few years. If a candidate meets those, they will typically be a good fit for our company.	10/31/2018 11:34 AM
29	social events, community service events	10/31/2018 11:32 AM
30	Orientation	10/31/2018 10:04 AM
31	Staff is fully trained in appropriate workplace culture and monitors co-op interactions.	10/30/2018 7:49 AM
32	Periodic meetings with CEO.	10/29/2018 8:18 PM

33	Positive experts to follow	10/29/2018 7:32 PM
34	We have pretty much a zero tolerance for harassment, and we rarely have issues.	10/29/2018 6:31 PM
35	Offer outside Human Resources support and mediation (should this be required)	10/29/2018 4:01 PM
39	Well defined initial on boarding, multiple weekly meetings, and regular engagement and inclusion office activities.	10/29/2018 2:11 PM
40	We generally do a group lunch of our team (voluntary participation) weekly.	10/29/2018 2:03 PM
41	Mentoring	10/29/2018 12:39 PM
42	Open communication.	10/29/2018 12:12 PM
43	We have an internship program which involves for some shadowing our caseworkers and field representatives to gain key skills and hands one experience in federal politics.	
48	Team interactions	10/29/2018 9:31 AM
49	30/60/90 day check-ins	10/29/2018 9:25 AM
50	We go over on new staff orientation.	10/29/2018 9:22 AM
51	HR on site weekly, open culture, mentoring with experienced staff	10/26/2018 11:05 AM
52	Check-ins with Human Resources and office manager to assess employee satisfaction	10/26/2018 10:49 AM
53	Employee Handbook, online resources, open-door policy with management.	10/26/2018 10:25 AM
54	Open door policy, extensive online and live training opportunities	10/26/2018 10:07 AM
55	Oversee by an employee. Open door policy	10/26/2018 9:54 AM
56	we have a structured hiring process, on-boarding training and safety training on day one and two.	10/26/2018 8:22 AM
57	mentor programs,	10/25/2018 2:45 PM
58	Trainings, workshops, and mentors.	10/25/2018 2:10 PM
60	EEO and Harassment Policies and procedures and Standards of Conduct policies	10/25/2018 11:08 AM
61	Mentorship roles	10/25/2018 10:51 AM
62	Countless - We have weekly check-ins, a mood board, structured affirmation activities, regular teambuilding, social events, space to give constructive feedback to management and each other, etc.	10/25/2018 10:49 AM
63	Diversity & Inclusion Efforts on a local and global scale	10/25/2018 10:39 AM
64	Compliance trainings, professional development, core values, alliance with corporate	10/25/2018 9:21 AM
65	Hard knocks	10/25/2018 8:51 AM
66	Open Door policy with 4 levels of supervisors, meaning interns and employees can choose who to report an issue to, in case the issue is with a supervisor	10/25/2018 8:51 AM
67	Communication and respect	10/25/2018 8:38 AM
68	Monthly check in with the intern program manager to ensure the students are learning new things, feel valued, doing meaningful work, etc. Also, monthly check in with intern managers to ensure their intern(s) are doing the work as anticipated.	10/25/2018 8:33 AM
69	Open door policy. Frequent casual communications.	10/25/2018 8:17 AM
70	Everyone is to follow our guidelines as well as our agency's policies and procedures.	10/25/2018 7:39 AM
71	Interns interact with a multitude of staff members to assist in immersion in their new workplace and so they have the best chance to learn about office culture.	10/25/2018 7:17 AM
72	Personal training skills.	10/25/2018 6:42 AM
73	project management framework	10/24/2018 9:27 PM
75	Training based on research.	10/24/2018 5:08 PM
76	assigned a mentor to develop each candidates strengths and weaknesses.	10/24/2018 2:36 PM

77	Interns fall within a chain of command structure, but they are given several avenues to utilize if they have any issues during their internship.	10/24/2018 2:23 PM
78	required self-studies during orientation and onboarding, ongoing training	10/24/2018 1:40 PM
79	Exit survey	10/24/2018 12:58 PM
80	NYS DOT has a Diversity Management Bureau to encourage inclusion, process complaints, etc.	10/24/2018 12:54 PM
81	We do a strictly intern orientation to help create a culture among each intern cohort across departments. We do multiple check-ins with a third party department with each intern throughout their program. We also do check-ins with supervisors each program semester.	10/24/2018 12:06 PM
83	Exposure to a variety of work groups and a broad range of job duties across the department. Key contacts to review issues. Included orientations related to workplace and a review of expectations.	10/24/2018 11:21 AM
84	Numerous written emergency protocols are taught to staff and students (fire, severe weather, lock-down, active shooter); other written training for staff to recognize signs of student abuse away from school, bullying, student behavior intervention	10/24/2018 10:55 AM
85	Too detailed to write here	10/24/2018 9:19 AM
86	Orientation covers Customer Service, Workplace violence and Sexual Harassment. Leadership training and other training's.	10/24/2018 9:00 AM
87	We have a culture and a safety team that meets via phone conference monthly to discuss challenges or ideas to better ourselves.	10/24/2018 8:46 AM
88	Individual internship guidelines for each department.	10/24/2018 8:27 AM
89	Orientation, welcome lunch, introduction at quarterly firm-wide recognition event, inclusion in all firm activities.	10/24/2018 8:10 AM
90	Employee engagement team memberships and committees. Paid training. Incentives.	10/24/2018 7:38 AM
91	On-going department-wide trainings, as well as intern-specific training.	10/24/2018 7:26 AM
92	All employees and interns must adhere to an employee guidelines standard and sign an agreement of what is expected of them.	10/24/2018 7:18 AM
94	Briefing on expectations and standards and how to resolve potential conflicts.	10/24/2018 6:51 AM
95	Ob-boarding orientation. Company handbook that outlines policies and expectations while intern is working on site.	10/24/2018 6:28 AM
96	Our interns are all counseling students so they have a good base knowledge regarding these issues.	10/23/2018 5:18 PM
98	Open suggestions	10/23/2018 4:12 PM
99	We go over protocols during orientation.	10/23/2018 4:05 PM
100	Team Projects, Member relations, group bonding activities. Its not just about the internship its about the overall experience with the company and each other.	10/23/2018 4:04 PM
101	Training, training, and more training. Clear protocol for reporting and resolutions.	10/23/2018 3:57 PM
102	Everyone who works for us knows our core company values: integrity, honesty, respect, compassion, and having a sense of humor.	10/23/2018 12:36 PM
105	Open communication. Appreciation for ideas. Rewards for excelling.	10/23/2018 12:36 PM
106	Mentoring a regularly scheduled 1-1 and team meetings.	10/22/2018 5:32 PM
107	each intern is assigned a direct supervisor responsible for their experience	10/22/2018 12:44 PM
108	New Hire Orientation, central intern/co-op support and management; intern/co-op manager training, numerous student-exclusive development opportunities (lunch with leaders, career coaching, resume building, LinkedIn workshop, etc.), individualized internship plans	10/22/2018 8:49 AM
109	training videos	10/22/2018 7:42 AM
110	Trainings, encourage candidates to be mandated reporters in cases of unprofessionalism, fraud, abuse, neglect, etc.	10/21/2018 8:26 PM

111	Daily check lists conducted by supervising	10/19/2018 2:25 PM
115	We provide mentors for the interns, they participate in department meetings, do real work, collaborate with cross depts. We involve them with our community service events, lunch and learns and other events throughout the 10 weeks	10/19/2018 2:06 PM
116	Our agency has an open door policy; we utilize a Mindfulness Cognitive Behavioral, Psychodynamic Therapy, Motivational Interviewing, Person-Centered Therapy and Family System Approach. We expect an intern to respect the work environment as well as standards set in place. The intern is expected to attend weekly staff meetings and share any ideas they have regarding the workplace.	
117	Inclusive team culture; mandatory ethics training	10/19/2018 9:55 AM
118	Weekly meetings and monthly reviews to check on work product and answer any questions. We offer opportunities to be out in the field (testing water samples, tabling at events, attending river clean ups, etc).	10/19/2018 9:33 AM
119	Exit interviews	10/19/2018 9:33 AM
120	open and anonymous reporting	10/18/2018 12:54 PM
121	team building activities, collaborative projects, mentorship programs.	10/17/2018 11:48 PM
122	Student and mentor evaluations	10/17/2018 5:33 PM
123	safe space conversations, each intern has a direct supervisor but then ther is one over all coordinator that helps facilitate ongoing learning, professional development.	10/17/2018 5:10 PM
124	Culture is everything to us, to list systems that are designed to create our culture I would have to list all systems we have in place	10/17/2018 4:31 PM
125	Weekly meetings	10/17/2018 4:21 PM
126	quarterly reviews	10/17/2018 2:14 PM
127	open discussion	10/17/2018 2:01 PM
128	We have regular 1.1 with direct managers, interns are assigned individual development projects and assigned to shadow one particular trainer. Interns are also included as full staff in team meetings and team events.	10/17/2018 1:30 PM
129	Teambuilding and weekly collaborative meetings	10/16/2018 7:55 PM
130	We ensure the interns engages with all levels of staff and residents that live in our community. An intern is guided and also given the rope to conduct programs on their own.	
131	Practicing positive youth development and carrying those values into positive relationship building with adults.	
132	we are a small office, fewer than 5 people. we have regular all-hands meetings and lots of informal interactions. more formally, we do have anti-harrassment and pay equity policies in place.	

Q33 Does your organization consider intern and co-op candidates that would require work Visa sponsorship to convert to a full-time hire?



Of the respondents, 34% would consider this path, 66% did not consider candidates that would require work visa sponsorship. Reasons were: no need, too costly, F-1 yes, H-1 no, decline to answer, must be a US citizen, not allowed to sponsor, too much risk.

