

**Kansas Legislative Intern Program
Legislator Evaluation**

Legislator: _____ **Intern:** _____

Mileage Reimbursement Eligibility.

If eligible, you authorize your intern to receive up to \$_____ for mileage (maximum \$600).

Administration. Please rate the following program administrative functions:

1. Assignment/Match with Intern.

Excellent Good Fair Poor

Internship Involvement. Please rate your intern's assigned involvement in the following areas:

2. Legislative Support - responsibilities which included attending committee and caucus meetings, researching issues, and tracking legislation.

Excellent Good Fair Poor

3. Constituent Services - responsibilities which included drafting letters, researching constituent concerns or requests, and preparing material for weekly newsletters.

Excellent Good Fair Poor

4. Office Support - responsibilities which included filing, answering the phone, preparing mail, and welcoming visitors/constituents from the district.

Excellent Good Fair Poor

Legislator Involvement. Please rate your ability to be involved in the program in the following areas:

5. Orientation - you were able to acquaint your intern to your legislative district and chamber, relevant staff members and the legislative process.

Excellent Good Fair Poor

6. Goals/Expectations - you were able to establish common goals, guidelines and expectations with your intern?

Excellent Good Fair Poor

7. Mentor - you were able to provide your intern with guidance, allowed time for personal discussion, and gave the intern the opportunity for a good learning experience?

Excellent Good Fair Poor

Overall Experience. Please answer the following overall questions:

8. Was your intern prepared with a basic understanding of the Kansas Legislature?

Yes Partly No

9. Did your intern complete assigned tasks in a timely manner?

Yes Partly No

10. Was your intern proactive in order to achieve their internship goals?

Yes Partly No

11. Was your intern professional in manner and dress?

Yes Partly No

12. Was your intern responsible and dependable - did the intern report on a regular basis and on-time?

Yes Partly No

13. Were you able to fulfill your goals/expectations for the internship program?

Yes Partly No

14. Did you enjoy working with a legislative intern during the session?

Yes Partly No

Return to the Kansas Intern Program Coordinator, Speaker Pro Tem's Office, Rm 330-N, before Sine Die Adjournment of the Legislature.

Please Note: This evaluation is a public document and is retained by the Kansas Legislative Intern Program as an internal tool to improve the program for future interns.