

# IMAP

Inner Melbourne Action Plan



## ***Background***

IMAP a joint initiative between the cities of Melbourne, Port Phillip, Stonnington and Yarra who have been working together to recognise the economic, social and cultural impacts the knowledge sector has on the inner Melbourne region. Focused on developing stronger links with the education sector a policy and supporting document have been built to make it easier for staff to gain access to a student workforce.

This template document can be taken and adapted for implementation into your own organisation – look for the **yellow text** for suggested areas of change.

**Student Placement Exit Interview Guide**

If a student has spent significant time with your team they could have valuable insights to offer in regards to how you, your team and the organisation are performing. Scheduling an informal exit interview is a way of obtaining feedback about the placement. Additionally, this information can be used by you and the Human Resource team to plan future placements.

Below are some questions to assist in the exit interview process. If you have any questions in regards to this form contact Human Resources.

<b>Student Name:</b>		<b>Department:</b>	
<b>Commencement Date:</b>		<b>Completion Date:</b>	
<b>Supervisor Name:</b>			

Overall how would you describe your student placement experience?	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
If Very Satisfactory – why?				
If Very Unsatisfactory or Unsatisfactory – why?				
What did you enjoy most about your student placement? What has been your greatest learning?				
What suggestions for improvement do you have for us – for either the student placement program or the organization?				
Would you return to work here in the future?	Yes		No	
Would you recommend this as a good place to do a student placement?	Yes		No	
Additional comments and suggestions.				