



Stewards Individual Placements Final Report and Post-Survey

PLEASE NOTE: This is only a template. You'll need to submit your responses via this link:
<https://form.jotform.com/StewardsIPP/StewardsFinalReportandPostSurvey>

Please respond to these questions thoroughly and thoughtfully and answer in complete sentences and paragraphs. You cannot save your progress, so be prepared to complete the report in one sitting. We suggest typing your answers in a separate document and copy and paste into this form if you are worried about time and allotting at least 30 minutes to complete the final report and post-survey.

You will be asked to upload photos and a photo caption document. Please have those readily available. These can be photos of you in your normal work environment whether that is the office or the field. If you haven't already, please view this 20 minute video regarding the importance of photo documentation.

<https://youtu.be/IP8tjOhqxTk>

**Please note, a copy of this report will be automatically sent to your supervisor upon submission. Survey questions will be excluded.

First Name *

Last Name *

Email *

example@example.com

Site Name (Please do not abbreviate) *

Supervisor Name *

Supervisor Email *

example@example.com

Start Date *

Month Day Year

End Date *

Month Day Year

What Initiative are you with? *

If you aren't sure, please ask your Stewards Coordinator.

Who is your Stewards Coordinator? *

What is the length of your position? *

300-675 hours / 1-25 weeks

900-1700 hours / 26-52 weeks

Stewards Final Report (Non-NPS)

Please summarize all of your project work completed for your entire term of service. Which of these projects are you most proud of? *

What other jobs/career fields would you be interested in learning more about? *

Did your experience during this internship influence your career goals? If so, how? *

In order to follow up with you on your professional accomplishments, we would like to be able to contact you after your internship concludes. Please enter your preferred method of contact.

Response

Phone

Email

Do you have a job, internship, or apprenticeship lined up after you complete your term? *

Please describe in greater detail what your plans are after you complete this internship. If you are transitioning to a federal position, please include the position title and the GS level for our reporting. *

Please describe how you plan to use your AmeriCorps Education Award (if applicable).

If you received any training and/ or certifications during your term, please choose all that apply. If none on the list apply, please select other and describe the credential and/or certification you received. *

First Aid/CPR/AED

Wilderness First Reponder

OSHA 30 hour training

Wilderness First Aid

OSHA 10 hour training

Commercial Driver's License

Pesticide Applicator

Urban Forestry Certification

Lead Renovation, Repair & Painting

Stormwater management or Green Infrastructure Certification

Strata IT Fundamentals

We value your feedback and use these reports to improve experiences for future members of our program. Please use this space to add any additional comments.

Photo Upload

Please upload the following:

1. **Upload 5 high resolution photos** with you in at least 3 of them. These can be photos of you in your normal work environment, whether that is the office or the field.

2. Please name photos in the following format: Agency_year_LastName_FirstName_Photo1
Ex: USFS_2019_Smith_John_Photo1 and then upload the completed photo caption word doc using the "browse files" button.

Stewards Post-Survey

Your evaluation of Stewards and your Supervisor(s) helps us maintain high quality positions. Combined with your reports, this evaluation helps Stewards understand your experience from the ground up, highlighting program successes and areas for improvement. Please answer these questions honestly. We will not show your evaluation to your supervisor and it will not influence your ability to participate in another Stewards program. Your feedback is important and will be taken seriously.

Please assess the quality of the internship and how well it matched your expectations.

Strongly Disagree Disagree Neither Agree nor Disagree Agree Strongly Agree

I was set up for success at the beginning of this internship.

The daily duties and skills required by this position accurately matched the position description from the internet and during my interview.

This position helped to define or further refine my professional goals.

The position helped me build skills and gain experience to become a competent professional in my field.

This position increased my ability to interact with diverse groups of people.

I would participate in this program again.

Elaborate on any topics related to the quality of the internship and how it helped or hindered you professionally.

Please assess the quality of support from Stewards.

**Strongly
Disagree**

Disagree

**Neither Agree
nor Disagree**

Agree

**Strongly
Agree**

Stewards staff provided helpful support with the onboarding process.

Stewards staff gave clear explanations of position requirements.

Stewards staff addressed questions/concerns in a timely manner.

Stewards staff addressed questions I had about professional goals.

Stewards staff provided useful trainings resources to support my professional development.

I would participate in this program again.

Elaborate on any topics related to the quality of support from Stewards.

Please assess the quality of support from your Supervisor (mentor).

**Strongly
Disagree**

Disagree

**Neither Agree
nor Disagree**

Agree

**Strongly
Agree**

I had ongoing communication with my supervisor throughout my term and received adequate supervision.

I felt encouraged to participate in personal and professional development opportunities by my supervisor and/or other staff at the site.

My site supervisor provided clear and sufficient training for new skills.

My site supervisor provided ongoing positive and constructive feedback.

My site supervisor clearly communicated work expectations.

Elaborate on any topics related to the quality of support from Supervisor (mentor).

Project Accomplishment Information

Please make sure to enter any final accomplishments in your Conservation Legacy portal. You should have received monthly automatic emails from Conservation Legacy with a link to this form. If you did not submit any during your term, please go ahead and do so.

If you're not sure how to complete them, please visit this resource or ask your Program Contact.

Again, just a reminder, a copy of your Final Report will be automatically sent to your supervisor upon submission. Survey responses will not be sent to your Supervisor.

If you have other questions or concerns you would like to bring up, please contact your coordinator, {whols}, directly at {coordinatorEmail}