

## Employer Information Form

Please answer the following questions:  
(To be completed by Employers seeking MBA Interns)

### Contact Information

Name: \_\_\_\_\_  
Name of company /business: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_

Please provide a brief profile describing you, your position and your company/business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What need or objective do you / your company see an MBA Intern fulfilling? What deliverable(s) would you anticipate or envision from mentoring an MBA Intern? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please detail any past experiences you have had mentoring, supervising, or training students or Interns. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What types of activities would an Intern be involved in on a daily and weekly basis? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have designated office space and computer access in your work environment for an MBA Intern? \_\_\_\_\_

***\*Students will submit this completed form to their Internship Coordinator prior to completing an Internship Proposal.***