MSFC COOPERATIVE EDUCATION PROGRAM
Final Evaluation and Exit Interview Schedule

Student's Name:	Manager's Name:	Mentor's Name:

Administrative Officer, Organization Code:	Work Period:

An exit interview with the Co-op Office and immediate supervisor is required for the co-op listed above. This student is currently working his/her final work term. Please coordinate the completion of the enclosed final evaluation and return it to the Co-op Office/CD20 as soon as possible.

Please schedule the interview with the immediate supervisor prior to the student's last day on board. Since the Co-op Office interview must come first, let us know your schedule by: _____ .

To help speed up the process of making job offers, provide the following information and return this form to CD20/Cooperative Education Program, Attn: Chrissa Hall. If you have any questions please contact Ms. Hall at 544-5468.

Recommended Conversion Title: _____

Conversion Grade Level: ☐ GS-4 ☐ GS-5 ☐ GS-6 ☐ GS-7 ☐ GS-9 ☐ GS-11

Position Number: _____

NASA Classification Code (NCC): _____

Job Series Number: _____

Recommended Organization Placement: _____

Remarks: