



## Corporate Partner Company Profile

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Webpage: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

General Manager: \_\_\_\_\_

HR Manager/Key Contact (s): \_\_\_\_\_

\_\_\_\_\_

Email (1): \_\_\_\_\_

Email (2): \_\_\_\_\_

Telephone: \_\_\_\_\_ **OR** \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Company: \_\_\_\_\_ Year Established: \_\_\_\_\_

Legal Status (e.g. Partnership/ PLC/ GI/ ST/ LTD)

Type of Business/ Product: Manufacturer  Agent  Supplier

Type of Business/ Service: Government  Hotel  Repairs  Other

## Potential Partner Site Visit Check List

- 1) Is a site visit required?
- Yes
- No
- 2) Is the proposed partner a legitimate operation?
- Yes
- No
- 3) Is the proposed partner approved?
- Yes
- No
- 4) Has there been a change of ownership of the organization?
- Yes
- No
- 5) Have there been any changes in senior staff?
- Yes
- No
- 6) Number of times relocated: \_\_\_\_\_
- 7) Number of operations: \_\_\_\_\_
- 8) Will students be required to switch location or operate machinery for which a state license is required?
- Yes
- No
- 9) Name of key contact: \_\_\_\_\_
- 10) Role: \_\_\_\_\_
- 11) Email: \_\_\_\_\_
- 12) Will the company be paying a stipend?
- Yes
- No
- If so estimate how much: \_\_\_\_\_

- 13) Is the company willing to advise students on industry procedures and attitudes during the internship and readily report any inappropriate behaviors?
- Yes
- No
- 14) Are you willing to complete the student evaluation form and submit
- Yes
- No
- 15) Is there willingness to provide students with recommendations?
- Yes
- No
- 16) Is there willingness to join SJPP Alumni and Corporate Speakers data bank?
- Yes
- No
- 17) Will you have a member of staff assigned to supervise the intern(s) at all times?
- Yes
- No
- 18) Interns must perform work-related task on your premises that are directly related to their area of study. Will you ensure that this happens?
- Yes
- No
- 19) Will you be partnering on the Internship Program as a means of recruitment?
- Yes
- No

.....  
Name of visiting Officer (PRINT)

.....  
Signature of Visiting Officer