

## Appendix 2

### Interviews guide: host organisation

1. What does the organisation do?  
(Are there things they do that aren't on the application?)
2. Does the organisation have a vision statement or core philosophy or kaupapa behind what it does and how it does it?
3. What sector of the community does the organisation provide services to?
4. Looking at the tasks on the application that the organisation applied to the programme for getting an intern to do, is this what the intern is doing now that they have begun the internship? / What is the intern doing?
5. Why are they doing it?
6. Who will benefit?
7. What skills are required?
8. What types of work are involved?
9. Is what the intern is doing part of the organisation's core work, or additional to what they would normally do?
10. If additional, how does it relate to the organisation's core work?
11. Do they see what the intern is doing as strengthening the organisational capacity of their organisation? If so, how?
12. What skills, knowledge and experience do they feel the intern has brought into their organisation that has been useful or will be useful, and how has or will they be useful?
13. Was the skill/knowledge level of the intern what they expected?
14. [If the intern is from the government/community/business sector] Given that the intern has come from the government/community/business sector, what insights do they feel that having the intern has given their organisation into the sector the intern came from?
15. Has having the intern led to new networks or connections being formed between their organisation and the intern's home organisation (if applicable) or other organisations in the government, community or private sector?
16. What ideas do they feel have been exchanged between their organisation and the intern?
17. Have there been any unexpected outcomes for their organisation as a result of being part of the Internship Programme?
18. Do they feel that the Internship Programme and the placement of the intern in their organisation fitted in well with the values of their organisation?
19. How did they hear about the Community Internship Programme?

20. Did they find it easy putting their application together?
21. Did anyone (e.g. someone from a government department) help them write their application or to find an intern? [If so, who?]
22. Was the flyer for the programme easy to understand?
23. Did they already know the intern and asked them to apply, or were they matched by the decision panel?
24. If the intern was matched by the decision panel, do they think it was a good match?
25. Were there any difficulties in the process that led up to the intern starting with their organisation?
26. Do they have any other comments about the placement?
27. What do they think about the timeframe for the internship?
28. What do they think about the salary amount for the intern?
29. What do they think about the amount paid for resource costs associated with the internship?
30. What do they think the long-term benefits of the internship will be for their organisation?
31. Would they take on another intern?  
If yes, what characteristics would they need to have, and why? If not, why not?
32. In what ways do they think the intern will benefit from the experience of working in their organisation?
33. What were the challenges in bringing the intern into the organisation's culture and way of working, and how were these dealt with?
34. How did their staff respond to having an intern as part of the organisation?
35. What level of support was required by the intern to enable them to function in the organisation?
36. [If the intern is returning to a home organisation.] What benefits/challenges do they think the intern's home organisation will receive from the programme?
37. Further comments

## Interviews guide: interns

1. What was the intern doing immediately prior to starting internship?
2. Find out about the intern's history.
3. Find out:
  4. • If they are returning to the job they had before the internship, or
  5. • What are they planning to do after the internship has been completed.
6. What experience in working with community organisations did the intern have before starting the internship?
7. What does the intern feel they have learnt through the internship so far?
  6. What does the intern feel they have valued most about the experience so far?
8. [If going longer than 3 months.] Describe some of your greatest challenges during your involvement with the Internship Programme.
9. [If going longer than 3 months.] Describe your major achievements during the internship.
10. How do you think this experience has added/detracted from your future prospects?
11. Has the time you have spent as an intern so far changed your impressions of the community sector and how it works? If so, how? If not, why not?
12. Please describe the culture and values of the host organization.
13. What steps did you need to take to fit into the host organisation's culture?
14. How do you perceive the staff of the host organisation have responded to you and your position?
15. Who do you report to during your internship?
16. Were you provided with a mentor or buddy to assist you?
17. Did your host organisation provide you with any structured training opportunities such as seminars, courses etc?
18. Do you feel that you have been, or will be, able to utilise your skills, experience and knowledge for the benefit of the host organisation during the internship?
19. How have the tasks allocated by the host organisation utilised and/or extended your skills and knowledge?
20. How have you been able to share your skills and knowledge and where appropriate have you been able to pass these on to others in the host organisation?
21. What ideas do you feel have been exchanged, or will be exchanged, between you and the host organisation (both ways)?
22. Have there been any unexpected outcomes for you as a result of being part of the Internship Programme?
23. How did you hear about the Community Internship Programme?
24. Did you find it easy putting your application together?

25. [If they were working.] Was your home organisation supportive of you applying for an internship? / How has your home organisation responded to you applying for and receiving an internship?
26. Did anyone (e.g. someone from a government department) help you write your application or to find an intern? [If so, who?]
27. Was the flyer for the programme easy to understand?
28. Did you already know the organisation and were asked by them to apply, or were you matched by the decision panel?
29. If you were matched by the decision panel, was it a good match?
30. Were there any difficulties in the process that led up to you starting with the host organisation?
31. Do you have any other comments about your placement?
32. What do you think about the timeframe for the internship?
33. What do you think about the salary amount for the intern?
34. What do you think the long-term benefits will be for you through being part of the Community Internship Programme?
35. [If returning to a home organisation.] How do you feel that your home organisation will benefit when you return to your former position after the internship?
36. Further comments

## **Interviews guide: home organisations**

1. What was the home organisation's motivation for supporting the intern to apply?
2. What plans did the home organisation have to put in place to enable the release of the intern for 6 months?
3. How difficult or easy was it for the home organisation to release the intern.
4. What does the home organisation see as the benefits to their organisation from having the staff member do the internship?
5. Are there certain experiences or kinds of knowledge that you hope the intern will bring back with them into your organisation from their time doing the internship?
6. Has there been any direct communication between the home organisation and the intern during the internship? Please discuss.
7. What sort of communication has the home organisation had with the host community organisation as a result of the staff member's involvement with them?
8. How is the home organisation going to evaluate the effectiveness or otherwise of the exchange?
9. Do you (the home organisation) have any views on how the programme could be improved?
10. Would you release one of your staff members to be an intern again?