

**The Guidance Center
Doctoral Internship Program
Intern Record Keeping**

Intern Performance

The Guidance Center ensures that all intern records and performance evaluations are located in the intern's personnel file, which is placed in a secure and confidential location in the Human Resource Director's office. Furthermore, all performance evaluations are reviewed with the intern, and the intern is provided with a copy of the evaluation.

Complaints and Grievances

The Guidance Center ensures that all formal complaints or grievances filed by an intern are stored in a secure and confidential location in the Human Resource Director's office.