

Partnership | future

FOR THE

*Please return to PFF via fax (965-1799) or via e-mail (pff@markelcorp.com)
to arrive no later than **5 PM, May 8th, 2009.***

2009 BUSINESS SPONSOR INFORMATION FORM (NEW STUDENTS)

Supervisor/Mentor Training

Tentatively Scheduled for Tuesday, May 19, 2009; 4:30-6 pm at Location TBA

This session will provide business sponsors with an overview of the summer logistics and highlight valuable tools in training and mentoring students. This session will be tailored to businesses based on company size and needs.

Number of people attending: _____

CONTACT INFORMATION

Company Name (as it should appear on promotional materials):

PFF Coordinator: The main contact for all things PFF. This person will disseminate information/forms to people in their company.

Name:	Email:
Phone:	Fax:
Mailing Address:	Physical Address:
City, State, Zip	City, State, Zip

Contact for Attendance: This person would be the contact if there are any questions regarding the attendance of the student(s). This person should be someone who we may reach by phone before 10 AM during the PFF summer session.
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Name:	Email:
Phone:	Fax:
Mailing Address:	Physical Address:
City, State, Zip	City, State, Zip

ORGANIZATION'S CULTURE

To assist with the matching process, we've had all new PFF students complete a version of a personality type indicator. In order to best match students with your organization, we ask that you choose the **one** option in each **row** that best describes your organization's culture or what you look for in a PFF intern. While we know that many organizations can appreciate to some degree all of the qualities below, and that everyone uses both sides of the scale, one is often preferred and more prevalent. Please honestly indicate which one in each **row** is the best fit for your organization.

Check one box in each *horizontal row*:

How would your organization prefer a PFF intern to concentrate his/her attention?

<input type="checkbox"/> likes variety, action	OR	<input type="checkbox"/> likes quiet for concentration
<input type="checkbox"/> likes to have people around	OR	<input type="checkbox"/> may prefer to be alone
<input type="checkbox"/> enjoys many different relationships	OR	<input type="checkbox"/> needs few close relationships
<input type="checkbox"/> energized by what goes on in the outside world	OR	<input type="checkbox"/> energized by what goes on in the inner world
<input type="checkbox"/> often acts quickly	OR	<input type="checkbox"/> prefers to think before acting
<input type="checkbox"/> needs to experience world to understand it	OR	<input type="checkbox"/> likes to understand the world before experiencing it

How would you prefer a PFF intern to acquire information?

- | | | |
|--|----|--|
| <input type="checkbox"/> looks at specific parts and pieces | OR | <input type="checkbox"/> looks at patterns and relationships |
| <input type="checkbox"/> lives in the present | OR | <input type="checkbox"/> anticipates the future |
| <input type="checkbox"/> prefers handling practical matters | OR | <input type="checkbox"/> prefers imagining the future |
| <input type="checkbox"/> likes things that are definite and measurable | OR | <input type="checkbox"/> likes opportunities for being inventive |
| <input type="checkbox"/> starts at the beginning, moving step by step | OR | <input type="checkbox"/> jumps in anywhere |
| <input type="checkbox"/> notices details and pertinent facts | OR | <input type="checkbox"/> keeps "big picture" in mind |

How should your PFF intern make decisions?

- | | | |
|--|----|---|
| <input type="checkbox"/> decides with the head | OR | <input type="checkbox"/> decides with the heart |
| <input type="checkbox"/> good at organizing things | OR | <input type="checkbox"/> good at reconciling differences |
| <input type="checkbox"/> analyzes consequences and implications | OR | <input type="checkbox"/> good at understanding people and persuading them |
| <input type="checkbox"/> sees things as an on-looker | OR | <input type="checkbox"/> sees things as a participant |
| <input type="checkbox"/> tends to be firm and tough minded | OR | <input type="checkbox"/> tends to be sympathetic |
| <input type="checkbox"/> responds more to people's ideas than feelings | OR | <input type="checkbox"/> responds more to people's values than their thoughts |

How should your PFF intern orient himself/herself to the working world?

- | | | |
|---|----|---|
| <input type="checkbox"/> prefers organized lifestyle | OR | <input type="checkbox"/> prefers flexible lifestyle |
| <input type="checkbox"/> likes order & structure | OR | <input type="checkbox"/> prefers "going with the flow" |
| <input type="checkbox"/> likes to get things settled & finished | OR | <input type="checkbox"/> adapts easily to changing situations |
| <input type="checkbox"/> likes to have life "under control" | OR | <input type="checkbox"/> experiences life "as it happens" |
| <input type="checkbox"/> likes being decisive; having closure | OR | <input type="checkbox"/> curious; enjoys surprises |
| <input type="checkbox"/> needs only essentials to begin work | OR | <input type="checkbox"/> wants to know all about a new job |
| <input type="checkbox"/> uses lists as agendas for action | OR | <input type="checkbox"/> uses lists as reminders of what must be done someday |

What methods of communication are preferable in your organization?

- | | | |
|--|----|--|
| <input type="checkbox"/> likes evidence (facts, details) presented first | OR | <input type="checkbox"/> likes global schemes, with broad issues presented first |
| <input type="checkbox"/> wants practical and realistic applications shown | OR | <input type="checkbox"/> wants possible future challenges discussed |
| <input type="checkbox"/> likes suggestions to be straightforward and feasible | OR | <input type="checkbox"/> likes suggestions to be novel and creative |
| <input type="checkbox"/> refers to a specific example | OR | <input type="checkbox"/> refers to a general concept |
| <input type="checkbox"/> want the pros & cons of each alternative to be listed | OR | <input type="checkbox"/> want to know why an alternative is valuable and how it affects people |
| <input type="checkbox"/> convinced by rational, impersonal reasoning | OR | <input type="checkbox"/> convinced by personal information, enthusiastically delivered |
| <input type="checkbox"/> in meetings, seek involvement with tasks | OR | <input type="checkbox"/> in meetings, seek involvement with people |

Please note that all of the information on this form is used to make the best possible match but it is not the sole method, nor does it guarantee a perfect fit.

COMPUTER USAGE

Please rate the student's frequency of usage of the following PC applications. 1=almost never, 2=sometimes, 3=regularly

Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Internet
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Other Programs:

OTHER COMMENTS

Please list any other specific traits, skills, personalities, etc that you are looking for in a student:

STUDENT ASSIGNMENTS

Student: TBD by PFF		Department Assigned to:	
Anticipated duties/projects:			
Desired skills/abilities:			
Supervisor Name*:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	
Mentor Name**:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	

Student: TBD by PFF		Department Assigned to:	
Anticipated duties/projects:			
Desired skills/abilities:			
Supervisor Name:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	
Mentor Name:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	

Student: TBD by PFF		Department Assigned to:	
Anticipated duties/projects:			
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Supervisor Name:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	
Mentor Name:		Email:	Phone:
			Fax:
Mailing Address, City, State, Zip:		Physical Address, City, State, Zip:	

*The Supervisor provides daily assignments and/or oversees the delegation of student(s) to other employees with whom the student works. The student should be in the same physical location as the Supervisor the majority of the summer session.

**The Mentor interacts with the assigned PFF student and the Supervisor regularly to be updated on the student's work assignments, progress, and educational and career goals. He/she is instrumental in giving the student an overall perspective of the company. The Mentor should be a different person than the Supervisor.