

cīee<sup>®</sup>

 BRIDGEUSA

**INTERN & TRAINEE**



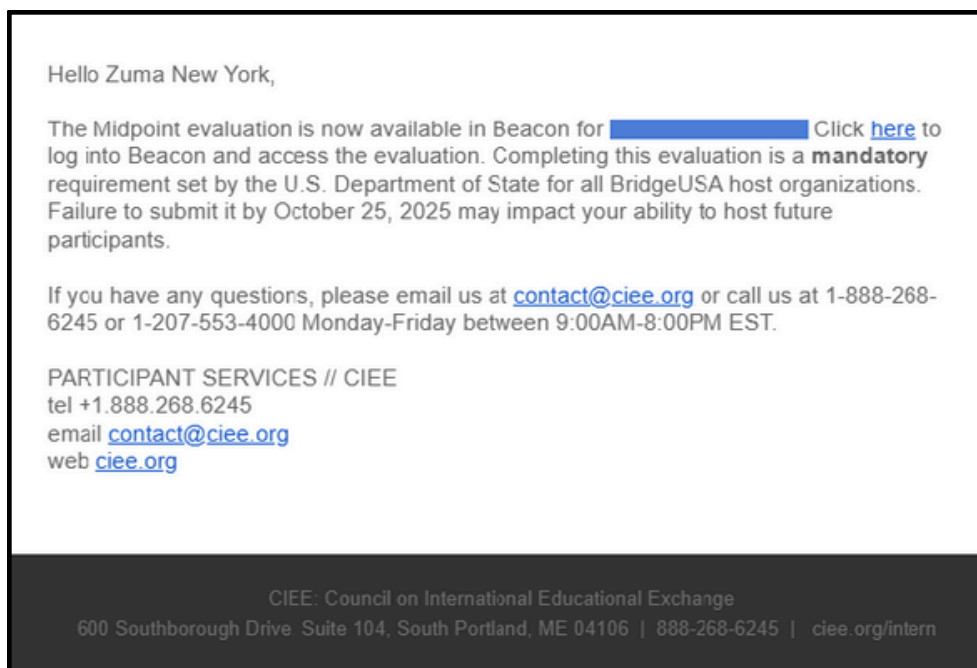
**Employer Evaluation Guide**

## Mid-Point and Final Evaluations

Host organizations participating in the BridgeUSA Intern and Trainee programs must complete evaluations of their participants, as required by U.S. Department of State regulations. These evaluations confirm that the training plan is being followed, track participants' progress, and ensure compliance with program requirements.

For programs **longer than six months**, host organizations complete both a mid-program evaluation and a final evaluation. For programs **shorter than six months**, only a final evaluation is required.

CIEE notifies host organizations by email when an evaluation is available in Beacon. Evaluations open **30 days before the due date**.



Notifications are sent to all main and phase program supervisors listed on both the training plan and the overall site of activity.

While the evaluation is ideally completed by the supervisor who works most closely with the participant, all host organization staff receive the notification to help ensure the evaluation is submitted on time.

*The email notification does **not** need to be forwarded to another supervisor, as they will have received the same email directly.*

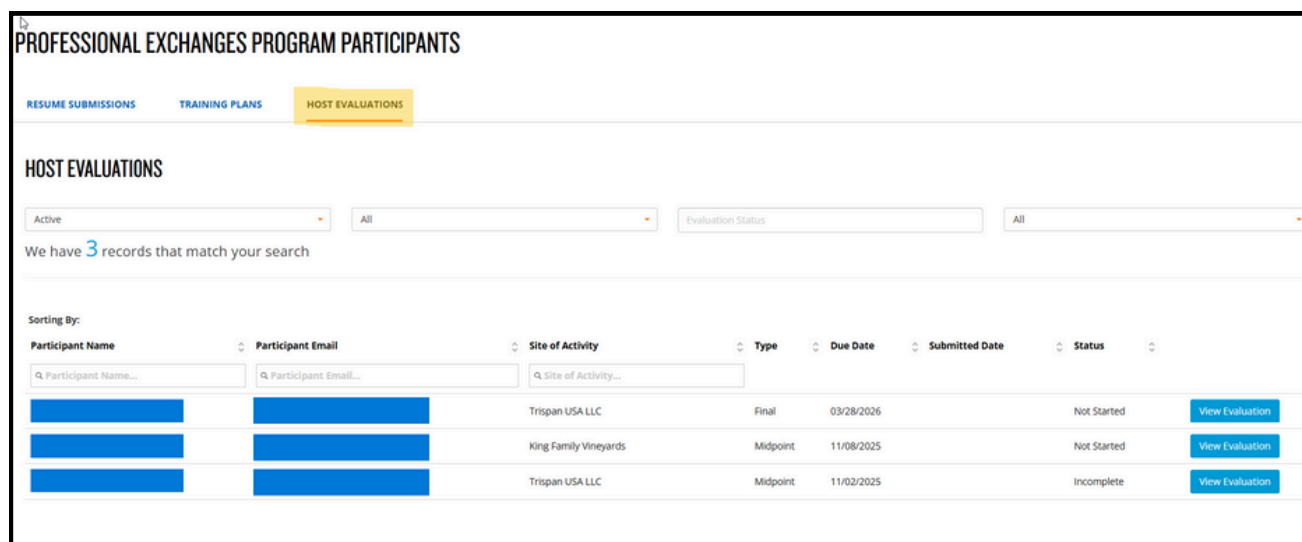
Upon receiving the email notification, CIEE BridgeUSA participants also receive a separate message from CIEE with instructions for completing their required participant evaluation.

Not sure if you're the right person to complete an evaluation?

Log in to Beacon, review the overdue and incomplete evaluations list (see page 4 for step-by-step instructions), and complete those for participants you directly supervise.

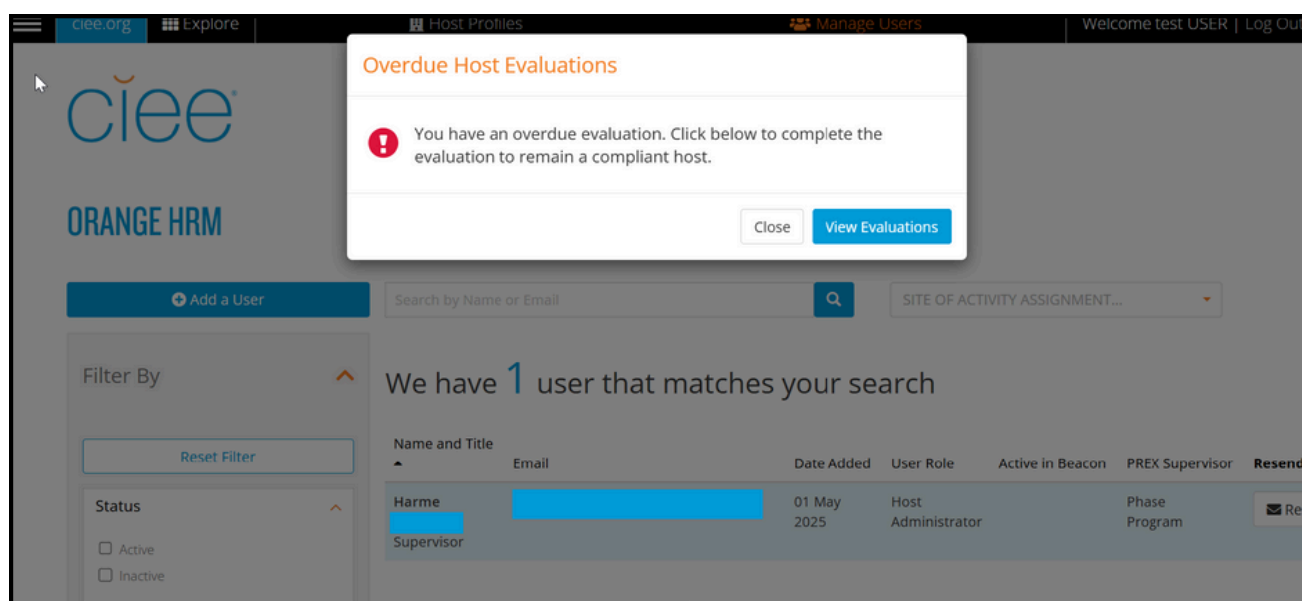


You can access evaluations in Beacon by logging in, navigating to the **“PREX Participants”** menu in the upper-left corner, and selecting **“Host Evaluations”**.



Participant Name	Participant Email	Site of Activity	Type	Due Date	Submitted Date	Status	
[Redacted]	[Redacted]	Trispan USA LLC	Final	03/28/2026		Not Started	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	King Family Vineyards	Midpoint	11/08/2025		Not Started	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	Trispan USA LLC	Midpoint	11/02/2025		Incomplete	<a href="#">View Evaluation</a>

If an evaluation is overdue, a dashboard pop-up notification will also appear:



**Overdue Host Evaluations**

! You have an overdue evaluation. Click below to complete the evaluation to remain a compliant host.

[Close](#) [View Evaluations](#)

**ORANGE HRM**

Filter By

[Reset Filter](#)

Status

☐ Active

☐ Inactive

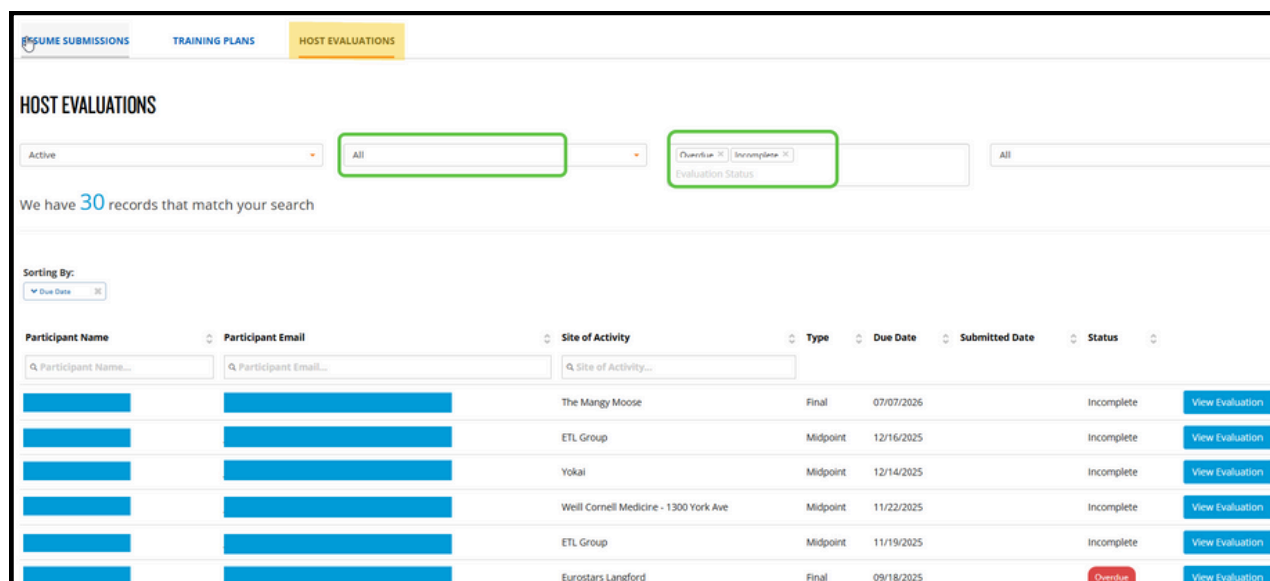
We have 1 user that matches your search

Name and Title	Email	Date Added	User Role	Active in Beacon	PREX Supervisor	Resend
Harme Supervisor	[Redacted]	01 May 2025	Host Administrator		Phase Program	<a href="#">Resend</a>

On the grid view, you can filter the following:

<b>Participant Status</b>	<p><b>Active:</b> Participants that are currently completing their training program</p> <p><b>Inactive:</b> Participants that have completed their training program</p>
<b>Evaluation Type</b>	All, Midpoint, Final
<b>Evaluation Status</b>	Not Started, Incomplete (started but not signed/submitted), Submitted, Overdue
<b>Sites of Activity (SOA)</b>	<p>Lists all the SOA the user has access to:</p> <p><b>For host admins:</b> this will be all SOA under the inbound hosts.</p> <p><b>For site contacts:</b> this will only be the SOA they have access to which is determined in the “manage users” page.</p>

A red icon will appear on the evaluation card if the status changes to “**Overdue**”.




Participant Name	Participant Email	Site of Activity	Type	Due Date	Submitted Date	Status	
[Redacted]	[Redacted]	The Mangy Moose	Final	07/07/2026		Incomplete	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	ETL Group	Midpoint	12/16/2025		Incomplete	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	Yokai	Midpoint	12/14/2025		Incomplete	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	Weill Cornell Medicine - 1300 York Ave	Midpoint	11/22/2025		Incomplete	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	ETL Group	Midpoint	11/19/2025		Incomplete	<a href="#">View Evaluation</a>
[Redacted]	[Redacted]	Eurostars Langford	Final	09/18/2025		Overdue	<a href="#">View Evaluation</a>



When the evaluation is ready, click “**View Evaluation**” to open the questions. Please answer every question provided. The questions may differ slightly depending on whether you are completing a midpoint or a final evaluation. Below is an example of what a final evaluation looks like:

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 **HOST EVALUATIONS**

[Back to Evaluations](#)

**Program Details**  
DS-2019 Number:   
DS Start Date: **01 Jul, 2025**  
DS End Date: **30 Jun, 2026**

**Host Organization Details**  
Site of Activity: **OrangeHRM at 3150 Premier Drive**  
Address: **3150 Premier Drive**  
Postal Code: **75063**  
City / State: **Irving, Texas**

**Participant Details**  
Name: **Drummond**   
Email:   
Country of Citizenship: **Thailand**



**PROGRAM EVALUATION - FINAL**

1. Rate your overall program experience hosting a CIEE Professional Exchange program participant.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

2. Rate your experience with participant Drummond Paolo.

☐ Exceeds Expectations ☐ Meets Expectations ☐ Does Not Meet Expectations

3. What cultural activities has the participant taken part in so far, whether organized by your organization or pursued independently?

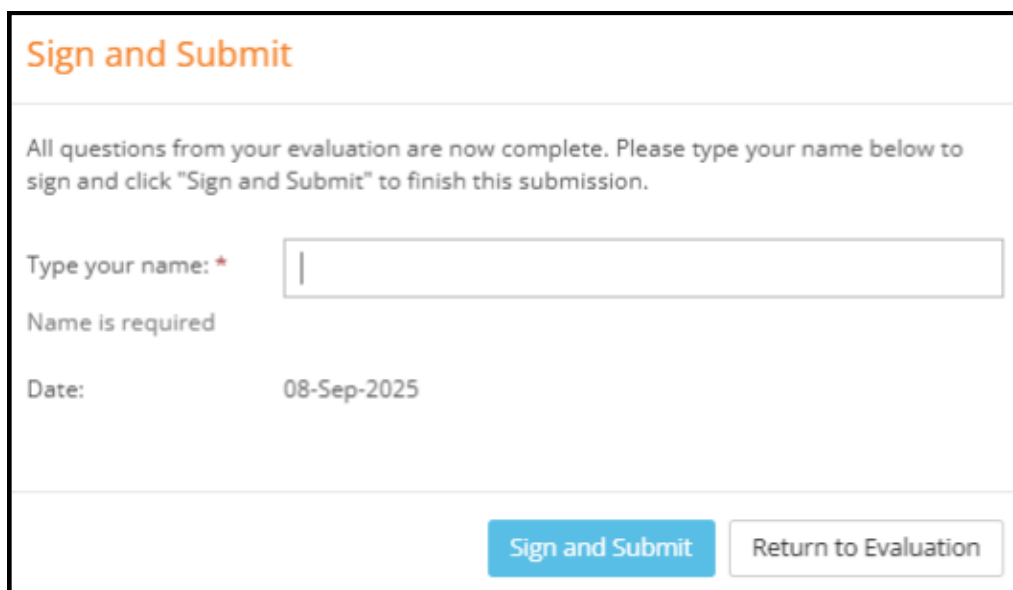
☐ Social events hosted by my host organization  
☐ Local arts/music events  
☐ Community events/fairs/festivals/holiday celebrations  
☐ Visited national/state parks  
☐ Visited museums/historical sites  
☐ Meals/social gatherings with my coworkers/locals  
☐ Other

4. In what ways has hosting this participant positively impacted your organization? How have their skills, contributions or presence supported your team or advanced your organizational goals?[?](#)

**Need Help?**  
If you have any additional comments, concerns or feedback regarding your CIEE BridgeUSA Intern & Professional Exchanges Program, please contact CIEE at 1-888-268-6245 or [contact@cieee.org](mailto:contact@cieee.org)

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You may click “**Save and Close**” to save your progress and return later, or select “**Submit**” once you have finished the evaluation. A pop up box will appear to type your name and click “**Sign and Submit**”.



The image shows a 'Sign and Submit' pop-up form. At the top, the title 'Sign and Submit' is in orange. Below it, a message states: 'All questions from your evaluation are now complete. Please type your name below to sign and click "Sign and Submit" to finish this submission.' There is a text input field for the name, preceded by the label 'Type your name: \*'. Below the input field, the text 'Name is required' is displayed. To the left of the date '08-Sep-2025' is the label 'Date:'. At the bottom right, there are two buttons: a blue 'Sign and Submit' button and a grey 'Return to Evaluation' button.

You can confirm your evaluation was submitted by navigating back to your program evaluations landing page and ensuring that it reads “**Submitted**”.

Type	Due Date	Submitted Date	Status	
Midpoint	11/14/2025	08/08/2025	Submitted ✓	<a href="#">View Evaluation</a>

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