

FINAL INTERNSHIP EVALUATION BY INTERN

Name of Intern: _____

Date: _____

Name of Intern Supervisor: _____

Name of Intern Mentor: _____

This form is designed to help you reflect upon your internship experiences and to provide feedback to your employer. Feel free to use additional pages for further comments. The employer may utilize the comments provided as a testimonial for the organization and its future internship programs.

ASSESS YOUR SKILLS

To what degree did your skills improve a result of this internship?

0=No change 1=Small improvement 2=Moderate improvement 3=Large improvement

____ a. Written communication

____ b. Oral communication

____ c. Problem solving

____ d. Decision making

____ e. Interpersonal/teamwork

____ f. Self-management

____ g. Initiative

____ h. Leadership

____ i. Word-processing and/or data entry

____ j. Spreadsheet and/or database

____ k. Internet/email

____ l. General knowledge of business

____ m. Specific job/industry knowledge

____ n. Other office skills (filing, photocopying, etc.)

____ o. Other: _____

EVALUATE YOUR PERFORMANCE

On a scale of 1 to 5, evaluate your performance in each of the following areas.

1=Lack this skill

2=Limited/minimal skill level

3=Average/adequate skill level

4=Above-average skill level

5=Exceptional skill level

N/A=Not applicable

1. Communication skills

____ a. Demonstrate oral communication skills required for the job

____ b. Write clearly and concisely

____ c. Willing to speak up, communicate information and ask questions

____ d. Listen to feedback and work to improve

2. Problem-solving/decision-making skills

____ a. Analyze situations and take appropriate action

____ b. Offer creative solutions to problems

____ c. Collect and analyze information relevant to completing a task and establish a course of action within the given timeframe

____ d. Resolve problems in an appropriate timeframe

3. Teamwork

- ☐ a. Establish rapport and credibility among team members
- ☐ b. Share information and resources with others
- ☐ c. Assist and cooperate with co-workers
- ☐ d. Demonstrate willingness to put forth extra time and effort
- ☐ e. Assume appropriate leadership role(s)

4. Self-management

- ☐ a. Produce high-quality, accurate work
- ☐ b. Seek new strategies when current approach is not effective
- ☐ c. Display good judgment and establish priorities
- ☐ d. Use time efficiently
- ☐ e. Demonstrate ethical behavior
- ☐ f. Arrive on time and maintain agreed-upon hours

5. Initiative

- ☐ a. Seek opportunities to learn
- ☐ b. Take initiative to get a job done, even if not specifically told to do so
- ☐ c. Act decisively on critical issues
- ☐ d. Overcome obstacles and problems
- ☐ e. Set and communicate goals; follow up with results

6. Technical skills

- ☐ a. Possess the technical skills required for this position
- ☐ b. Willing to learn new skills and enhance existing technical skills
- ☐ c. Use appropriate technology for tasks
- ☐ d. Use technology to perform tasks effectively

COMMENTS

1. In terms of preparation for your learning experience, your prior coursework or knowledge was:

- ☐ Very useful ☐ Of some use ☐ Not very useful

2. In terms of preparation for your learning experience, your prior work experience was:

- ☐ Very useful ☐ Of some use ☐ Not very useful

3. How would you assess your overall performance?

- ☐ Outstanding ☐ Above average ☐ Satisfactory ☐ Below average ☐ Unsatisfactory

Assess the Program

1. The job orientation provided to you by your employer was:

- ☐ Very thorough ☐ Sufficient ☐ Inadequate

2. How well did the internship meet your pre-defined learning goals?

- ☐ Met all of my goals ☐ Met some of my goals ☐ Met few of my goals ☐ Met none of my goals

3. Please assess the job responsibilities your employer assigned to you:

- ☐ Difficult to achieve ☐ Challenging, but attainable ☐ Not challenging

4. Please assess your intern supervisor.

5. Please assess your intern mentor.

6. Are you more or less interested in working for this organization as a result of your internship?

7. What was the best part of your internship experience?

8. How would you assess the overall educational value of your internship experience?

- ☐ Very valuable ☐ Generally worthwhile ☐ Of some value ☐ Very limited value/no value

9. What suggestions do you have to improve the quality of this internship (please include any specific recommendations you have that might be useful to your employer supervisor or your faculty coordinator)?

10. Additional comments: