

FINAL INTERN EVALUATION BY INTERN SUPERVISOR

Name of Intern: _____

Date: _____

Name of Intern Supervisor: _____

Name of Intern Mentor: _____

This evaluation is not confidential, and we encourage you to share it with the intern. The intern may also wish to use this evaluation form as a reference for future employment. Feel free to use additional pages or write a letter of support for the intern's use in seeking future employment.

SKILL ASSESSMENT

On a scale of 1 to 5, please evaluate the intern's performance in each of the following areas:

1=Lacks 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. Demonstrates oral communication skills required for the job
- ___ b. Writes clearly and concisely
- ___ c. Is willing to speak up, communicate information and ask questions
- ___ d. Listens to feedback and works to improve

2. Problem-solving/decision-making skills

- ___ a. Analyzes situations and takes appropriate action
- ___ b. Offers creative solutions to problems
- ___ c. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe
- ___ d. Resolves problems in an appropriate timeframe

3. Teamwork

- ___ a. Establishes rapport and credibility among team members
- ___ b. Shares information and resources with others
- ___ c. Assists and cooperates with co-workers
- ___ d. Demonstrates willingness to put forth extra time and effort
- ___ e. Assumes appropriate leadership role(s)

4. Self-management

- ___ a. Produces high-quality, accurate work
- ___ b. Seeks new strategies when current approach is not effective
- ___ c. Displays good judgment and establishes priorities
- ___ d. Uses time efficiently
- ___ e. Demonstrates ethical behavior
- ___ f. Arrives on time and maintains agreed hours

5. Initiative

- ☐ a. Seeks opportunities to learn
- ☐ b. Takes initiative to get a job done, even if not specifically told to do so
- ☐ c. Acts decisively on critical issues
- ☐ d. Overcomes obstacles and problems
- ☐ e. Sets and communicates goals; follows up with results

6. Technical skills

- ☐ a. Possesses the technical skills required for this position
- ☐ b. Is willing to learn new skills and enhance existing technical skills
- ☐ c. Uses appropriate technology for tasks
- ☐ d. Uses technology to perform tasks effectively

COMMENTS

1. Please discuss whether this intern successfully completed the learning objectives you discussed and whether your expectations were met or exceeded.

2. What would you recommend for this intern to do following their internship to make them better prepared for the workplace (e.g., courses, activities, skills acquisition, programs)? Please be as specific as possible.

3. How would you rate the level of involvement you had with the intern's school (if applicable) with this internship experience?

- ☐ Very involved ☐ Somewhat involved ☐ Not at all involved ☐ Not applicable

4. In terms of preparation for the internship, the intern's prior coursework or experience was:

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

5. Please indicate areas or topics to be discussed that would make the candidate more prepared for this internship experience, if applicable.

6. Please assess the job responsibilities you assigned to your intern:

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

OVERALL EVALUATION

1. Given your expectations for this internship, the intern's overall performance (in comparison with all other interns performing similar duties) was in the:

- ☐ Top 5% ☐ Top 25% ☐ Top 50% ☐ Lower 50% of all interns

2. How would you assess the intern's overall performance?

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

3. Additional comments: