



INTERN EVALUATION FORM

INTERN: _____

AGENCY: _____

AGENCY SUPERVISOR: _____

JOB TITLE: _____

Please use the following scale to indicate the level of the intern’s performance in each of the following areas:

- | | | |
|---------------------|---------------|-------------------|
| NA – Not applicable | 1 – Poor | 2 – Below Average |
| 3 – Average | 4 – Very Good | 5 – Outstanding |

WORK HABITS AND PRESENTATION OF SELF:

- _____ Is punctual and dependable.
- _____ Conforms to expected organization norms.
- _____ Is self-reliant (as appropriate).
- _____ Takes initiative.
- _____ Dresses appropriately.
- _____ Has a positive attitude.

SKILLS IN TASK PERFORMANCE:

- _____ Completes assigned tasks.
- _____ Attends to details.
- _____ Manages time and energy well.
- _____ Meets deadlines.
- _____ Understands and follows instructions.
- _____ Shows good judgment about when to seek guidance.
- _____ Demonstrates the skills necessary for the job.
- _____ Other skills (please specify):

ATTITUDES:

- _____ Demonstrates active desire to learn.
- _____ Open to direction and supervision.
- _____ Accepts and makes positive use of criticism.
- _____ Understands and accepts the necessity of some dull or repetitive tasks.
- _____ Demonstrates problem solving orientation.
- _____ Is inquisitive.
- _____ Has respect for other people’s different skills and life experiences.
- _____ Recognizes and accepts personal limitations.
- _____ Willing to accept new challenges.
- _____ Other attitudes (please specify):

SKILLS IN HUMAN RELATIONS:

- Adjusts to new situations and expectations.
- Shows ability to question and explore the agency's organization.
- Is sensitive to the needs of others.
- Is a good listener, attentive.
- Copes well with unexpected problems.
- Demonstrates tact.
- Asserts own views and concerns effectively.
- Has tolerance for ambiguity.
- Other skills (please specify):

GROWTH IN PLACEMENT:

What have you observed to be the intern's major strengths?

In what areas could the intern improve in order to function more effectively?

Please check:

- I have shared this completed evaluation with the intern.
- I do not mind if the internship director shares this evaluation with the intern.
- I consider this evaluation to be confidential.

Signature

Date

Title