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