

EVALUATION BY STUDENT INTERN

Name of Intern: _____ Date: _____

Supervisor: _____ Mentor: _____

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

Assess Your Skills

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

0=No Change **1**=Small Improvement **2**=Moderate Improvement **3**=Large Improvement

	Written communication		Oral communication
	Problem solving		Decision-making
	Interpersonal/teamwork		Self-management
	Initiative		Leadership
	Word-processing and/or data entry		Spreadsheet and/or database
	Internet/e-mail		General knowledge of business
	Specific job/industry knowledge		Other office skills (filing, photocopying, etc.)
	Other:		

Evaluate Your Performance

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

1=Lacks this skill

2=Limited/minimal skill level

3=Adequate/average skill level

4=Above average skill level

5=Exceptional skill level

N/A=Not Applicable

Communication skills

	Demonstrates oral communication skills required for the job
	Writes clearly and concisely
	Is willing to speak up, communicate information and ask questions
	Listens to feedback and works to improve

Problem-solving/decision-making skills

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

Teamwork

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

Self-Management

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

Initiative

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

Technical Skills

	Possesses the technical skills required for this position
	Is willing to learn new skills and enhance existing technical skills
	Uses appropriate technology for tasks
	Uses technology to perform effectively

In terms of preparation for your learning experience, your prior academic coursework was:

Very useful

Of some use

Not very useful

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

Very useful

Of some use

Not very useful

How would you assess your overall performance?

Outstanding

Above Average

Satisfactory

Below Average

Unsatisfactory

Additional comments:

Assess The Program

The job orientation provided to you by your employer was:

Very Thorough

Sufficient

Inadequate

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

Met all of them

Met some of them

Met few of them

Met none of them

Please assess the job responsibilities your employer assigned to you:

Difficult to
achieve

Challenging,
but attainable

Not challenging

Please assess your intern supervisor.

Outstanding

Above Average

Satisfactory

Below Average

Unsatisfactory

Additional comments:

Please assess your intern mentor.

Outstanding

Above Average

Satisfactory

Below Average

Unsatisfactory

Additional comments:

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

Interested

Not interested

What was the best part of your internship experience?

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

Very valuable

Generally
worthwhile

Of some value

Very limited
value/no value

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)?

Additional comments: