

EVALUATION BY INTERN SUPERVISOR

Name of Intern: _____ Date: _____

Supervisor: _____ Mentor: _____

This evaluation is not confidential and we encourage you to share it with the student. The student 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 student'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=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

How would you rate the level of involvement you had with the college/university with this internship experience?

Very involved

Somewhat involved

Not at all involved

Not applicable

In terms of preparation for the internship, the student's prior academic coursework was:

Very involved

Somewhat involved

Not at all involved

Please assess the job responsibilities you assigned to your intern:

Difficult to achieve

Challenging, but attainable

Not challenging

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

What would you recommend for this student to do following his/her internship to make him/her better prepared for the workplace (e.g., courses, activities, skills acquisition, programs)? Please be as specific as possible.

Please indicate areas or topics to be discussed that would make the student more academically prepared for this internship experience.

Overall Evaluation

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

Top 5%

Top 25%

Top 50%

Lower 50%

How would you assess the intern's overall performance?

Outstanding

Above Average

Satisfactory

Below Average

Unsatisfactory

Additional comments: