

Internship Evaluation Form

To Be Completed by Supervisor During Final Week of Employment

Provide a rating for each topic below as well as a brief description of your experience.
1 = Needs Considerable Improvement, 2 = Needs Improvement, 3 = Met Expectations,
4 = Exceeded Expectations, 5 = Significantly Exceeded Expectations, NA = Does Not Apply

Intern Name _____

Supervisor Name _____

Intern Work Evaluation:

- Internship Work: The intern has completed the assigned Tasks on time and has a good understanding of the key areas.

- Job Knowledge: The intern understands the duties and responsibilities of the job. Because of their grasp of their position, they are able to act on their own initiative. He/she is in touch with changes in the environment and responds rapidly to meet them.

- Dependability: The intern is very reliable and follows through on all commitments. He/she makes sure that assignments are delivered on time and are well done.

- Quality/Accuracy: The intern strives to maintain a high level of quality. He/she is very thorough and accurate and pays close attention to detail in his projects.

- Communication: The intern speaks clearly and concisely. He/she organizes thoughts, explains even difficult topics with simple, understandable language, and adapts style to the needs of their listeners.

- Initiative: The intern pursues and tackles problems with a sense of urgency. He/she identifies key issues and moves quickly to resolve the situation.

- Teamwork: The intern is able to work in groups with almost anyone. He/she balances candor and sensitivity to encourage the exchange of productive ideas, and is well respected in their work area.

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- Interpersonal Skills:** The intern has good listening skills. He/she makes others feel comfortable in discussions by listening carefully and being sensitive to their perspectives.

- Adaptability:** The intern is aware of changing circumstances and can handle them with minimal help from their manager. He/she takes on new problems and asks others for help only when absolutely necessary. While the intern takes on new developments independently, he/she is also willing to communicate their actions to upper management when needed.

- Attendance & Punctuality:** The intern is always on time and in attendance when expected.

Internship Implementation by Company:

- The internship plan was specific enough to provide a valuable experience for the intern and the company.

- The intent of the internship plan was followed as much as job conditions would allow.

- I had adequate time to mentor the intern throughout the summer.

- The formal orientation for the student provided on the first day adequately prepared the student for their internship experience during the summer.

Comments & Recommendations:

Supervisor's Signature _____ **Date:** _____

Intern's Signature _____ **Date:** _____