

Internship Evaluation Form

To Be Completed by Intern During Final Week of Employment

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

Intern's Name _____

Supervisor's Name _____

Basic Understanding:

Have obtained a good understanding of the company culture.

Effectively worked with co-workers to complete tasks.

Used and understood project documentation.

Used and understood company-specific computer software.

Enjoyed the experience.

Developed skills that will help me be a successful Project Manager.

Project Specific Experience:

Took part in the submittal process.

Attended project Meetings.

Verified materials submitted by subcontractors.

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- Completed at least one jobsite toolbox talk.

- Expedited material handling (sort, load, transport, dispose).

- Developed skills to manage project telephone conversations to produce results.

- Understand project changes and resulting change orders (identification of the problem, communicating the problem to the involved parties, facilitating recommendations, estimating values, and presenting the change estimate).

- Was involved in project scheduling and schedule updates.

- Prepared estimates and bid packages for new work.

- Completed quantity take-offs for a bid.

- Participated on a bid day.

- Managed an area or specific activity to insure safe and on-time completion.

- Used effective verbal and written communications skills when working with field personnel.

- Read and understood plans and specifications. Visualized two-dimensional drawings in three dimensions.

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- Developed complete understanding of contract documents for assigned work.

- Monitored equipment maintenance program.

- Participated in a company or project safety orientation prior to working in the field.

- Read and understood the Project Specific Safety Plan.

- Completed weekly safety audits on my project.

- Understood and responded appropriately to safety hazards and warning devices.

- Completed Project Logs.

- Reviewed or participated in completing a project engineering survey.

Comments & Recommendations:

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

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