

INTERNSHIP EVALUATION

ELIZABETHTOWN COLLEGE

Student:

Supervisor:

Organization:

Term:

Have you discussed the evaluation with the student?  yes  no

May we release a copy of the evaluation to the student?  yes  no

**THANK YOU for taking time to complete this evaluation of your intern’s work performance. In addition to benefiting the intern, your frank comments will help us improve our future efforts with your organization and other interns.**

|  |  |
| --- | --- |
| Please mark the box corresponding to your rating or level of satisfaction with the intern’s performance on that item: | 5 = outstanding / first-class performance |
| 4 = very good / good performance |
| 3 = average / satisfactory performance |
| 2 = below average / below average performance |
| 1 = poor / poor performance |
| ? = not sure / no opinion |
| NA = not applicable |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Was punctual and dependable | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Looked for new responsibilities, took initiative | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Dressed neatly / appropriately | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Was appropriately friendly / courteous | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Attended to details | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Managed time and energy well | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Met deadlines | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Showed judgment about when to seek further guidance, when to be self-reliant | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Demonstrated specific skills necessary to the job, e.g., writing, research, observation, recording, etc. | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Demonstrated active desire to learn from and contribute to organization | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Accepted and made positive use of criticism | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Sought out resources within organization and its affiliates | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Adapted to new circumstances, expectations, people, problems, etc. | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Demonstrated creativity, problem solving skills, etc. | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| Showed ability to question and explore the organization, its methods, policies, etc., without putting people on the defensive | 1 | 2 | 3 | 4 | 5 | ? | NA |
|  |  |  |  |  |  |  |  |
| **Overall assessment of intern** | **1** | **2** | **3** | **4** | **5** | **?** |  |

### OPEN-ENDED COMMENTS

Please comment briefly or in point-form upon any of the following general areas as you feel are appropriate.

1. What were the intern’s major strengths?

2. What areas should the intern concentrate on in terms of needed improvement?

3. Were there notable areas in which the intern showed he/she had gained new skills, insights, values, confidence, etc.?

4. To what extent were the intern’s contributions useful to the organization?

5. Please add other comments you may have.

Print Name:

Title:

Signature:       Date: