SUPERVISOR’S EVALUATION OF INTERNSHIP

**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 5 = outstanding / first-class performance

to your rating or level of 4 = very good / good performance

satisfaction with the intern’s 3 = average / satisfactory performance

performance on that item: 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)

Acted appropriately / courteously (1) (2) (3) (4) (5) (?) (NA)

Paid attention 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, (1) (2) (3) (4) (5) (?) (NA)

observation, recording, etc.

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., (1) (2) (3) (4) (5) (?) (NA)

without putting people on the defensive

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 is appropriate. A written evaluation on your organization's letterhead may be substituted for this form.

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed evaluation form to Elizabeth Newell by mail, fax (717-361-3688) or by e-mail: [newellea@etown.edu](mailto:newellea@etown.edu) . Thank you.