**Intern Evaluation Form**

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(EMPLOYER EVALUATION - To be filled out by supervisor.)

The evaluating supervisor will complete this portion of the evaluation. We encourage each evaluating supervisor to review the intern’s performance together with the student. Please be candid. This joint evaluation is important to the student's professional and personal development. The evaluation will be a guide for counseling the student. Additional space is provided for your comments. Please comment on any evaluation marked marginal or unsatisfactory.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Characteristics | Excellent | Very Good | Average | Marginal | Unsatisfactory |
| Desire and willingness to take on new assignments |  |  |  |  |  |
| Potential for further development |  |  |  |  |  |
| Concern for the needs of fellow employees |  |  |  |  |  |
| Willingness to work through an assignment to completion |  |  |  |  |  |
| Ability to communicate |  |  |  |  |  |
| Ability to learn |  |  |  |  |  |
| Quality of work |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Attitude (application to work) |  |  |  |  |  |
| Attendance |  |  |  |  |  |
| Tardiness |  |  |  |  |  |
| Judgment |  |  |  |  |  |
| Imaginativeness and resourcefulness |  |  |  |  |  |
| Cooperation-willingness to get along with others |  |  |  |  |  |

Description of assignment:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Narrative appraisal of performance:
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Additional comments:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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I understand that the student will have access to the information in this evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title and department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
E-mail address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date