



Intern Evaluation Form

Intern's Name: _____ Date: _____

Intern's Supervisor _____ Agency/Department _____

Internship started on (date) _____ and was completed on (date) _____

Do you permit the intern to receive a copy of this evaluation? (Please circle) **YES** **NO**

A. Rating of Intern Characteristics

Rate the intern based on the characteristics listed below by marking an "X" in the appropriate space. Record instances in which the intern made noticeable improvements on any characteristic during the program. For longer internship placements (six months to a year), it may be advisable to do a midterm evaluation and an end-of-term final evaluation in order to track the intern's improvement.

Characteristics	Excellent	Above Average	Average	Below Average	Poor	N/A
Punctuality						
Willingness to learn						
Creativity (problem solving)						
Ethical behavior						
Dependability						
Attention to Detail						
Teamwork						
Work speed						
Interpersonal skills						
Communication skills (oral)						
Communication skills (written)						
Technical competence						
Managerial potential						
Judgment						
Adaptable to variety of jobs						
Accepts constructive criticism						
Ability to work independently						
Accepts responsibility						
Professionalism						
Overall skills for industry						

B. Performance Assessment

1. How well was the intern prepared for this internship?
2. Can you suggest instructional areas which would benefit this intern?
3. What professional characteristics did you like most about this intern?
4. What are the intern's strengths and weaknesses (interacting with others, oral and written, and leadership)
5. In what areas does the intern need improvement?
6. Discuss areas where the intern has made significant improvement?
7. Would you recommend this intern for future employment? Explain.
8. Are there any other areas involving the internship program and/or the intern on which you wish to comment?

Evaluator's Name/Title

Phone Number

Evaluator's Signature

Date