



INTERNSHIP FINAL EVALUATION

Student Name: _____, **Position Title:** _____

To the Student's Supervisor:

Please evaluate the student's performance in comparison to other professional interns and/or entry-level professionals having similar scholastic backgrounds and practical experiences. This evaluation significantly determines the student's grade, (30%), and will offer the student the necessary feedback for professional growth.

PERFORMANCE SCALE: 1 – Strongly Agree 2- Agree 3 – Undecided 4 – Disagree 5 – Strongly Disagree N/A Not Applicable

COMMUNICATION SKILLS - The student has demonstrated	1	2	3	4	5	N/A
Effective verbal communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective written communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to interact with others (clients, peers, supervisors, etc.)...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interacts effectively with staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An intellectual curiosity, asks relevant questions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to contribute as a team member.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLANNING AND EXECUTION - The student has demonstrated	1	2	3	4	5	N/A
Time management skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to identify tasks and prioritize.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to complete work independently.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONALISM - The student has demonstrated	1	2	3	4	5	N/A
Reliability.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A professional image and appearance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To be consistently on time, courteous and responsive.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethics and professionalism.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A respect for your organization's culture.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEADERSHIP - The student has demonstrated	1	2	3	4	5	N/A
Initiative and motivation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive (inner motivation, need for achievement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence & decisiveness.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A willingness to accept advice and improve upon weaknesses.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments: (Please use reverse side if necessary)

Please assign a numerical rating of the student's performance from 50-100% _____; and rate the student's overall performance during this period on a scale of "A" through "F".

- | | |
|--------------------------------------|-----------------------------------|
| _____ outstanding quality, "A" | _____ acceptable quality, "C" |
| _____ above high quality, "B+" | _____ above minimum quality, "D+" |
| _____ high quality, "B" | _____ minimum quality, "D" |
| _____ above acceptable quality, "C+" | _____ below minimum quality, "F" |

Supervisor's Signature: _____

Date: _____