

## SAMPLE - Student Intern Performance Evaluation

Term of Internship: \_\_\_ Sum \_\_\_ Fall \_\_\_ Spring      Date of Evaluation: \_\_\_\_\_

Student Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor email/phone: \_\_\_\_\_ / \_\_\_\_\_

Faculty Internship Coordinator (if applicable) \_\_\_\_\_

**Please attach:**

- **Internship Job Description**
- **Supervisor Comments** (i.e. strengths, areas for improvement, etc)

**Please rate the intern's performance in the following areas:**

**Rating Scale:**

- 1 = Excellent** - far exceeded expectations
- 2 = Good** - met and exceeded expectations
- 3 = Satisfactory** - met expectations
- 4 = Fair** - somewhat met expectations, but needs improvement
- 5 = Unsatisfactory** - did not meet expectations

<b>1) Oral communication</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2) Written communication</b>	1	2	3	4	5
<b>3) Initiative</b>	1	2	3	4	5
<b>4) Interaction with staff</b>	1	2	3	4	5
<b>5) Attitude</b>	1	2	3	4	5
<b>6) Dependability</b>	1	2	3	4	5
<b>7) Ability to learn</b>	1	2	3	4	5
<b>8) Planning and organization</b>	1	2	3	4	5
<b>9) Professionalism</b>	1	2	3	4	5
<b>10) Creativity</b>	1	2	3	4	5
<b>11) Quality of work</b>	1	2	3	4	5
<b>12) Productivity</b>	1	2	3	4	5
<b>13) Appearance</b>	1	2	3	4	5
<b>14) Adaptability to organization's culture/policies</b>	1	2	3	4	5
<b>15) OVERALL PERFORMANCE</b>	1	2	3	4	5