

INTERN ASSESSMENT FORM

(To be completed by the Intern Supervisor)

Student Intern Name: _____ **Date of Internship:** _____

The purpose of this form is to provide the intern with feedback about the intern's work and professional skills and competencies. Please be objective and candid in your assessment and discuss this with the intern. The assessment ratings ranges from 1 to 5 are as follows (circle the appropriate number):

1 = Unsatisfactory	Never demonstrates this ability / does not meet expectations
2 = Needs Improvement	Seldom demonstrates this ability / rarely meets expectations
3 = Fair	Sometimes demonstrates this ability / meets expectations
4 = Good	Usually demonstrates this ability / sometimes exceed expectations
5 = Excellent	Always demonstrates this ability / consistently exceeds expectations
N/A = Not Applicable	Not applicable to this internship experience

A. Ability to Learn

1.	Observes and/or pays attention to others.	1	2	3	4	5	N/A
2.	Asks pertinent and purposeful questions.	1	2	3	4	5	N/A
3.	Seeks out and utilizes appropriate resources.	1	2	3	4	5	N/A
4.	Accepts responsibility for mistakes and learns from experiences.	1	2	3	4	5	N/A
5.	Open to new experiences; takes appropriate risks.	1	2	3	4	5	N/A

Comments:

B. Reading / Writing / Computation Skills

1.	Reads, comprehends and follows written materials.	1	2	3	4	5	N/A
2.	Communicates ideas and concepts clearly in writing.	1	2	3	4	5	N/A
3.	Works with mathematical procedures appropriate for the assigned duties.	1	2	3	4	5	N/A

Comments:

C. Listening and Oral Communication Skills

1.	Listens to others in an active and attentive manner.	1	2	3	4	5	N/A
2.	Comprehends and follows verbal instructions.	1	2	3	4	5	N/A
3.	Effectively participates in meetings or group settings.	1	2	3	4	5	N/A
4.	Demonstrates effective verbal communication skills.	1	2	3	4	5	N/A

Comments:

D. Creative Thinking and Problem Solving Skills

1.	Seeks to comprehend and understand the “big picture”.	1	2	3	4	5	N/A
2.	Breaks down complex tasks/problems into manageable pieces.	1	2	3	4	5	N/A
3.	Brainstorms/develops options and ideas.	1	2	3	4	5	N/A
4.	Respects input and ideas from other sources and people.	1	2	3	4	5	N/A
5.	Demonstrates an analytical capacity.	1	2	3	4	5	N/A

Comments:

E. Professional and Career Development Skills

1.	Seeks to understand personal strengths and weaknesses.	1	2	3	4	5	N/A
2.	Exhibits self-motivated approach to work.	1	2	3	4	5	N/A
3.	Demonstrates ability to set appropriate priorities/goals.	1	2	3	4	5	N/A
4.	Exhibits professional behavior and attitude.	1	2	3	4	5	N/A
5.	Manages personal expectations consistent with work role.	1	2	3	4	5	N/A
6.	Shows interest in determining career direction.	1	2	3	4	5	N/A

Comments:



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F. Interpersonal and Teamwork Skills

1.	Relates to co-workers/team members effectively.	1	2	3	4	5	N/A
2.	Manages and resolves conflicts in an effective manner.	1	2	3	4	5	N/A
3.	Supports and contributes to a team atmosphere.	1	2	3	4	5	N/A
4.	Controls emotions in a manner appropriate for work.	1	2	3	4	5	N/A
5.	Demonstrates assertive but appropriate behavior.	1	2	3	4	5	N/A

Comments:

G. Organizational Effectiveness Skills

1.	Seeks to understand and support the organization's mission/goals.	1	2	3	4	5	N/A
2.	Fits in with the norms and expectations of the organization.	1	2	3	4	5	N/A
3.	Works within appropriate authority and decision-making channels.	1	2	3	4	5	N/A
4.	Demonstrates a sense of responsibility and confidentiality.	1	2	3	4	5	N/A
5.	Interacts effectively and appropriately with supervisor.	1	2	3	4	5	N/A

Comments:

H. Basic Work Skills

1.	Reports to work as scheduled.	1	2	3	4	5	N/A
2.	Is prompt in showing up to work and meetings.	1	2	3	4	5	N/A
3.	Exhibits a positive and constructive attitude.	1	2	3	4	5	N/A
4.	Brings a sense of values and integrity to the job.	1	2	3	4	5	N/A
5.	Behaves in an ethical and professional manner.	1	2	3	4	5	N/A

Comments:



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I. Overall Performance

- | | | | | |
|---|------|---------|-----------|-------------|
| 1. Would you supervise this intern again?
If no, please explain: | Yes | No | Uncertain | |
| 2. Would your organization host this intern again?
If no, please explain: | Yes | No | Uncertain | |
| 3. Would you recommend this student to other organizations?
If no, please explain: | Yes | No | Uncertain | |
| 4. Overall performance of this intern: | | | | |
| Unsatisfactory | Poor | Average | Good | Outstanding |

J. Additional Comments

Please list any additional comments here:

___ I have ___ I have not discussed this assessment with the intern.

Intern Supervisor Name: _____ Date of Assessment: _____

Signature: _____

***** Send this completed form to the Internship Coordinator. *****