**Jobs 4 Interns**Intern Evaluation Form

Instructions: This form is to be completed by the intern supervisor to provide feedback regarding the performance of the intern that has been working with you. It is intended to be an opportunity for the student to receive feedback regarding their performance of expected duties assigned and to provide an opportunity to respond to suggestions for improvement. After review of this evaluation, the student will receive an email informing them of satisfactory performance or areas needed for improvement and further development.

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Career Readiness 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCORE** | **1**  Does Not Meet Expectations | **2**  Approaches Expectations | **3**  Meets Expectations | **4**  Exceeds Expectations | **NA**  No opportunity to observe |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Part 1 – Core Career Readiness Skills | | | | | |
| **Collaboration and Teamwork:** | | | | | |
| Punctual and Dependable | **1** | **2** | **3** | **4** | **NA** |
| Behaves in a professional manner and interacted appropriately with others | **1** | **2** | **3** | **4** | **NA** |
| Demonstrates effective verbal communication | **1** | **2** | **3** | **4** | **NA** |
| Constructs effective written communication | **1** | **2** | **3** | **4** | **NA** |
| Effectively collaborates with supervisors, clients, teammates | **1** | **2** | **3** | **4** | **NA** |
| Able to work independently and accept constructive criticism | **1** | **2** | **3** | **4** | **NA** |
| Adapts to a variety of jobs/tasks | **1** | **2** | **3** | **4** | **NA** |
| Takes initiative, is self-directed, and resourceful |  |  |  |  |  |
| **Work Performance:** | | | | | |
| Thinks critically to solve problems creatively | **1** | **2** | **3** | **4** | **NA** |
| Locates, comprehends, and evaluates information | **1** | **2** | **3** | **4** | **NA** |
| Asks appropriate questions; Willingness to ask for help and guidance | **1** | **2** | **3** | **4** | **NA** |
| Demonstrates awareness of own abilities and performance | **1** | **2** | **3** | **4** | **NA** |
| Prioritizes tasks | **1** | **2** | **3** | **4** | **NA** |
| Takes responsibility for learning; seeks to learn | **1** | **2** | **3** | **4** | **NA** |
| Demonstrates persistence in completing activities | **1** | **2** | **3** | **4** | **NA** |
| Demonstrates attention to accuracy and details | **1** | **2** | **3** | **4** | **NA** |
| Effectively performs assignments and meets deadlines | **1** | **2** | **3** | **4** | **NA** |
| **Quality of Work:** | | | | | |
| Technical competence | **1** | **2** | **3** | **4** | **NA** |
| Work speed | **1** | **2** | **3** | **4** | **NA** |
| Critical Thinking | **1** | **2** | **3** | **4** | **NA** |
| Overall skills for industry | **1** | **2** | **3** | **4** | **NA** |

|  |  |
| --- | --- |
| Part 2 – Performance Assessment and Recommendations | |
| How well was the intern prepared for this internship? |  |
| Discuss areas where the intern has made significant improvement. |  |
| In what areas can the intern improve? |  |
| Can you suggest instructional areas which would benefit this intern? |  |
| Would you recommend this intern for future employment? |  |
| Are there any other areas involving the internship program and/or the intern on which you wish to comment? |  |

Intern Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you so much for giving this student intern an opportunity to gain experience with your organization.*