

Intern Performance Review Form

Intern Name	Dept. / Role	Mentor Name	Joining Date	Date of Review

SECTION A: CORE PERFORMANCE AREAS

(Rate on a scale of 1 to 5, where 1 = Needs Improvement, 5 = Excellent)

Criteria	Rating (1-5)	Comments
Technical Skills & Application		
Learning Agility		
Quality of Work		
Productivity & Timeliness		
Problem - Solving Ability		
Communication & Collaboration		
Creativity / Innovation		
Initiative & Proactiveness		
Adherence to Company Guidelines		

SECTION B: PROJECT & DELIVERABLES SUMMARY

Work or Projects Assigned during the internship:

Key Contributions:

Tools/Technologies Used:

SECTION C: SUPERVISOR'S FEEDBACK

Strengths Observed	Areas of Improvement

Overall Performance Rating (1-5): _____

SECTION D: INTERN FEEDBACK

What did you enjoy the most about this internship?

Any suggestions for improving the internship experience?

Final Recommendation:

☐ Extend Internship ☐ Consider for Future Role ☐ Completion with Appreciation

Reviewer (Mentor) Signature: _____

Intern Signature: _____