Intern Evaluation Procedures

The Hawaii Psychology Internship Consortium requires that interns demonstrate minimum levels of achievement across all training competencies, as outlined in the Competency Grid. Interns are formally evaluated by their primary supervisor three times annually, in October, February, and June. Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns’ performance and progress. The evaluation form includes information about the interns’ performance regarding all of HI-PIC’s expected training competencies and the related objectives. Supervisors are expected to review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback. If interns complete an elective rotation under the supervision of someone other than their primary supervisor, the primary and adjunct supervisors should discuss the intern’s performance before each evaluation period, and the primary supervisor should incorporate feedback from the adjunct supervisor into the intern’s formal evaluation. The adjunct supervisor should also share ongoing verbal feedback directly to the intern throughout the training year. If an intern disagrees with the evaluation ratings that he or she receives, this disagreement should first be discussed with their primary supervisor. If a resolution cannot be reached, the intern may request a formal hearing, following the hearing processes laid out in the HI-PIC Due Process Procedures.

A minimum level of achievement on each evaluation is defined as a rating of “3” for each competency. The rating scale for each evaluation is a 5-point Likert scale, with the following rating values: 1= Significant Development Needed, 2= Development Needed, 3= Meets Expectations, 4= Exceeds Expectations, 5= Significantly Exceeds Expectations. If an intern receives a score less than 3 on any broad competency, or if supervisors have reason to be concerned about the student’s performance or progress, the program’s Due Process procedures will be initiated. The Due Process guidelines can be found on [www.hi-pic.org](http://www.hi-pic.org). A rating of less than 3 on any individual competency outlined in the evaluation form will result in close monitoring of the competency by the supervisor and additional support to the intern as deemed appropriate by the Training Committee. Interns must receive a rating of 3 or above on all individual competencies and broad goals to successfully complete the program.

Additionally, all HI-PIC interns are expected to complete 2000 hours of training during the internship year. Meeting the hours requirement, attending required training experiences (e.g., didactic seminar), and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Feedback to the interns’ home doctoral program is provided at the culmination of the internship year. Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program. If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the home doctoral program will also be contacted within 30 days. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns’ progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by HI-PIC as a result of the Due Process procedures, up to and including termination from the program.

In addition to the evaluations described above, interns must complete a self-evaluation form at the beginning and end of the internship. Additionally, interns will complete an evaluation of their supervisor and a program evaluation three times per year, in order to provide feedback that will inform any changes or improvements in the training program. All evaluation forms can be located on [www.hi-pic.org](http://www.hi-pic.org).

Please sign this acknowledgement page and return to the Training Director

Acknowledgment

I acknowledge that I have received and reviewed the Evaluation procedures of the Hawaii Psychology Internship Consortium. I agree to abide by the procedures outlined in this document. I have been provided with a copy of the document to keep in my files.

Signature

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Print Name

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Date

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