RMI INTERNSHIP PERFORMANCE EVALUATION

Intern Name: Sara Zhu
Manager Name: Nicole Leonard

1. Please rate your student intern on **Administrative skills**: (e.g., ability to plan and organize work, follow through, manage time, dependability, attitude towards work, etc.).

   ❏ Always one step ahead of deadlines, maintained a high level of accountability and maturity

   X Met deadlines and was accountable for time and work, no demonstration of immediate attention needed in this area

   ❏ Displayed strong capability but this is an area for improvement (suggestions provided in the comment section)

   ❏ Poor demonstration of organization and dependability (for example, deadlines were missed with little or no communication)

Please provide a specific behavioral example that supports this rating:
Sara had a complex project and excelled at maintaining patience and flexibility as certain tasks took longer than expected due to slower external dependencies, while others took less time than initially scoped. Ultimately, Sara completed her project beyond the initial expectations having drafted not only the initial but also the revised (v2) version of the analytics dashboard.

2. Please rate your student intern on **Research and Writing skills**.

   X Very resourceful and capable of independent and relevant research, able to clearly translate research into writing

   ❏ Some guidance needed but able to produce independent work in most cases, took feedback well

   ❏ Displayed strong capability but this is an area for improvement (suggestions provided in the comment section)

   ❏ Significant deficiency in research and writing skills

   ❏ Not applicable

Please provide a specific behavioral example that supports this rating:
Sara used her unique skill set adeptly to answer her project's research questions efficiently and took initiative in moments that could've otherwise blocked progress on her project, including her ability to classify audience groups based on Salesforce domains and media outlets within referral traffic when that information wasn't internally available.

3. Please rate your student intern on **Leadership capabilities.**
    X Demonstrates strong EQ and professionalism in interpersonal and group settings. Seeks feedback for growth.
    ❏ Displayed some evidence of content and process leadership and followership
    ❏ Displayed strong capability but this is an area for improvement (suggestions provided in the comment section)
    ❏ Poor demonstration of leadership capabilities

Please provide a specific behavioral example that supports this rating:
Throughout her internship, Sara took on more and more ownership of her project as she saw its value through positive feedback from her peers. In turn, she grew comfortable addressing questions without managerial input and partnering directly with colleagues (including Web, Salesforce Admin, and Social Media) to ensure her finished product both met their needs and would continue to provide value for RMI in the long term.

4. Please rate your student intern on **Interpersonal Relations:** (e.g. email communication, conversations with staff members and stakeholder, etc.)
    X Exceptionally well accepted, integrated seamlessly into RMI work habits and office culture
    ❏ Demonstrated a clear ability to work well with others
    ❏ Displayed strong capability but this is an area for improvement (suggestions provided in the comment section)
    ❏ Has some difficulty working with others

Please provide a specific behavioral example that supports this rating:
Sara is uniquely attuned and careful to respect interpersonal sensitivities in the workplace. For instance, upon joining RMI Sara took care to ask me about email and calendar etiquette so as to ensure she was behaving in a way that fell within RMI norms and felt respectful to her peers.

5. Please rate your student intern on **Conceptual Problem Solving and Analytical Thinking.**
    ❏ Employs a high level of structured and creative thinking in the problem-solving process
    X Demonstrated some ability to provide implications and synthesize results of problems
    ❏ Displayed basic problem-solving skills and analytical thinking, but this is an area for improvement (suggestions provided in the comment section)
    ❏ Poor demonstration of conceptual problem-solving skills and analytical thinking

Please provide a specific behavioral example that supports this rating:
Sara ultimately did not have a lot of time for the synthesis piece of her work since the development work was so intensive. That said, Sara displayed strong enthusiasm throughout the development process of her analytics dashboard for deeply understanding how the dashboard would be used / the process for synthesis based on the dashboard's data in order to optimize UX accordingly.

6. Please rate your student intern on **Quantitative comfort.**
   X Excelled in creativity with numbers and strong ability to perform computations as needed
   ❏ Well prepared to handle computations as needed
   ❏ Struggled with numbers ability to perform computations, this is an area for improvement (suggestions provided in the comment section)
   ❏ Was not comfortable with numbers nor able to complete straightforward computations

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Please provide a specific behavioral example that supports this rating:

Sara is passionate for quantitative data analysis and she is also highly skilled in quantitative research methods, including leveraging R, excel, and data viz software to display quantitative insights in non-bias manners.

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7. Please rate your student intern on **Overall Performance.**
   X Outstanding
   ❏ Very good
   ❏ Average
   ❏ Unsatisfactory

Please provide a specific behavioral example that supports this rating:

Sara contributed tremendously to the Influence team and RMI as a whole with her summer internship project and went above and beyond to leverage her skill set in order to provide actionable pathways toward data improvement across our Salesforce ecosystem, much of which extended beyond the requirements of her summer project. In addition, Sara has been a beloved addition to the Influence team and a multitude of peers at all levels of the organization have expressed to me their deep satisfaction with Sara's performance and hopes for her eventually joining RMI as full time staff.

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8. What is the most significant contribution the student has made at your organization?

The ability to aggregate data across disparate ecosystems based on a single project to analyze the success of that project and the impact of that project on target audiences. Within that, sara's work to improve contact classification in our salesforce database is a game changer for all levels of RMI.

9. What are the intern's strengths?

Patience, empathy, technical adeptness in quant research, proficiency with R programming, driven yet laid-back professional attitude, reliable with deliverables and high quality

10. In what areas does the student need improvement? What would you suggest the student do to improve in these areas?

Continue to trust your skill set and the value of your expertise by voicing your recommendations and opinions versus sometimes defaulting to others – regardless of career level.

Would you serve as a reference for your intern to other employers?   Yes.

Do you recommend your intern for full-time employment at RMI?   Yes.

Intern Signature: _____Date: _2023-08-11_____

Manager Signature: _____*Nicole Leonard*_____Date: _2023-08-11_____

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