

INTERN EVALUATION FORM

Intern's Name _____
Email _____ Phone Number _____
Organization/ Supervisor's Name _____
Email _____ Phone Number _____
Evaluation Period: from _____ to _____

Check the appropriate box which most nearly describes this intern's performance:

ATTITUDE: Consider ability to get along with others, willingness to cooperate and to conform to the rules of the environment.

- Always willing, highly cooperative
- Congenial and cooperative
- Adequate, usually tactful, works well with others
- Sometimes difficult to work with, occasionally indifferent
- Unwilling to cooperate, indifferent or troublesome

INITIATIVE: Consider self-reliance, resourcefulness and willingness to assume responsibility.

- Exceptionally diligent, goes out of way to find work
- Hard worker, willing to do more than assigned
- Average, does assigned work well
- Puts forth little effort, needs prodding
- Puts forth no effort, always waits to be told

ADAPTABILITY: Consider ability to respond to changing situations and work assignments and ease in learning new duties.

- Exceptionally keen in adapting to new jobs and changing situations
- Very adaptable, quick to learn and understand
- Satisfactory, minimum instruction on most new duties
- Has difficulty, requires detailed and repeated instructions
- Cannot adjust to changing conditions

DEPENDABILITY: Consider the degree to which the intern can be relied on to do assigned tasks and degree of supervision needed.

- Thoroughly dependable and trustworthy
- Very dependable, needs little supervision
- Usually completes tasks with reasonable promptness
- Sometimes requires prompting
- Unreliable, needs constant supervision

QUALITY OF WORK: Consider neatness, accuracy, and completeness in handling assigned duties.

- Outstanding
- Above Average
- Satisfactory
- Borderline
- Unsatisfactory, careless

QUANTITY OF WORK: Consider the amount of work produced.

- Outstanding, consistently exceeds requirements
- Above average, frequently exceeds requirements
- Average, consistently meets requirements
- Below average, just enough to get by
- Unsatisfactory

KNOWLEDGE OF WORK: Consider how well the intern is equipped with the knowledge to perform duties.

- Comprehensive knowledge of duties
- Understands duties well
- Adequate for position
- Lacks some knowledge needed for duties
- Insufficient for job

PERSONAL APPEARANCE: Consider cleanliness, neatness, general grooming and appropriateness of attire.

- Very neat, extremely well groomed
- Well groomed
- Generally neat and clean
- Sometimes untidy and careless
- Always untidy, improper dress

ATTENDANCE: Consider absenteeism and tardiness.

- Never late or absent
- Above average
- Satisfactory
- Frequently late
- Frequently absent
- Unknown

OVERALL RATING: Consider potential for future growth and development.

- Is likely to be very successful in this field
- Is likely to go far in this field
- Will probably go far in this field
- Capable of progressing after further training
- Needs much improvement for progress to be made

* * *

Based on the above evaluation, the letter grade I would assign this intern is _____

ADDITIONAL REMARKS BY EVALUATOR

Date _____ Signature _____

INTERN STATEMENT [please review this evaluation with the intern and ask them to sign it]

I agree _____ disagree _____ with this evaluation.

Date _____ Signature _____