

## APPENDIX J INTERN EVALUATION FORM

Final

Name \_\_\_\_\_ (Student Name) Agency Name \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

PERFORMANCE AREA  
ABILITY TO ORGANIZE AND  
CARRY OUT TASK

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

1     2     3  
Has some difficulty organizing and carrying out assigned tasks.

4     5     6  
Manages to organize and carry out most assigned task in a competent manner.

7     8  
Very well organized and carries out assigned tasks in a professional manner.

9     10  
Exceptionally well organized. Carries out assigned tasks in an exemplary manner

Comments:

QUALITY OF ASSIGNED  
WORK

1     2     3  
Below expectations. Needs frequent instruction and supervision. Work completed is less than satisfactory.

4     5     6  
Meets expectations. Needs some supervision. Quality of work is competent.

7     8  
Usually exceeds expectations. Needs very limited supervision. Work is of very good quality.

9     10  
Consistently exceeds expectations. Work is always of highest quality.

Comments:

TIME MANAGEMENT

1     2     3  
Procrastinates much of the time. Does not complete most tasks in a timely manner.

4     5     6  
Average ability to manage time. Some procrastination, but most task completed on time.

7     8  
Very efficient in managing time. All tasks are completed on schedule.

9     10  
Exceptional ability to manage time on tasks. Most work is completed ahead of schedule.

Comments:

PERFORMANCE AREA

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

ABILITY TO COMMUNICATE ORALLY

1      2      3

Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.

4      5      6

Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations.

7      8

Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.

9      10

Exceptional ability to communicate information/ideas effectively to individuals and groups. Very comfortable and confident during oral communication.

Comments:

ABILITY TO COMMUNICATE IN WRITTEN FORMAT

1      2      3

Below expectations. Has difficulty conveying information/ideas in writing. Numerous errors.

4      5      6

Can satisfactorily convey information/ideas in writing. Usually free of errors.

7      8

Very effective in conveying information/ideas in writing. Errors are rare.

9      10

Exceptional ability to communicate information/ ideas in writing. Work is creative.

Comments:

DEPENDABILITY & RESPONSIBILITY

1      2      3

Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.

4      5      6

Can be counted on to have task completed when required. Sometimes needs some supervision to do so.

7      8

Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.

9      10

Exceptionally dependable and responsible in all circumstances.

Comments

PERFORMANCE AREA INITIATIVE & ENTHUSIASM

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

1      2      3

Must be pushed to get projects started and completed. Does not display enthusiasm for assigned work.

4      5      6

Usually enthusiastic about assigned work. Sometimes waits for assignments and projects rather than taking initiative.

7      8

Self-starter. Makes the most of opportunities. Enthusiastic and requests additional responsibilities.

9      10

Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and projects. Makes the most of every opportunity.

:

Comments

ABILITY TO WORK WITH

OTHERS IN THE ORGANIZATION

1      2      3

Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.

4      5      6

Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.

7      8

Very good relationship with personnel at all levels of contact. Interaction is positive and productive.

9      10

Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.

Comments:

PROFESSIONAL APPEARANCE  
AND BEHAVIOR

1      2      3

Needs to be reminded frequently about appropriate attire and behavior in the work setting.

4      5      6

Seldom needs to be reminded of appropriate attire and behavior in the work setting.

7      8

Appearance and behavior is always appropriate to the work setting.

9      10

Appearance and behavior is exceptional and worthy of emulation by others.

Comments:

PERFORMANCE

ABILITY TO ACCEPT AND  
UTILIZE SUGGESTIONS TO  
IMPROVE PERFORMANCE

LESS THAN ADEQUATE

1      2      3

Almost always rejects or discounts suggestions to improve performance. Rarely, if ever, attempts to utilize suggestions.

ADEQUATE

4      5      6

Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.

MORE THAN ADEQUATE

7      8

Always welcomes suggestions to improve performance. Makes a concerted effort to utilize suggestions.

EXCELLENT

9      10

Always welcomes and solicits suggestions to improve performance. Exceptionally successful in this endeavor.

Comments:

**PLEASE ADD ANY  
ADDITIONAL COMMENTS  
THAT YOU FEEL WOULD BE  
INSTRUCTIVE TO THE  
UNIVERSITY SUPERVISOR  
IN EVALUATING AND  
PROVIDING GUIDANCE TO  
THIS INTERN**

Evaluator Signature \_\_\_\_\_

I hereby certify that the information I am submitting is complete and accurate. I understand that checking "I Agree" below acts as my signature on this form.

I Agree

Date \_\_\_\_\_ (mm/dd/yyyy)

Name \_\_\_\_\_