



Intern Performance Evaluation

Student's Name:

Company:

Site Supervisor's Name:

Faculty Name:

Directions for Site Supervisor:

The objective items outlined below are assessed at mid-semester and again at the end of the semester. At mid-semester, please complete Section A, recording in the **Mid-Semester** column, and **Section B**, Overall Performance of Assignments, on the back of this form. Retain this sheet until the end of the semester evaluation. At that time, complete Section A again, recording in the **End-of-Semester** column, and **Section C**, Overall Performance of Assignments, on the back of this form.

Ratings: Please use the drop-down menu and use the following scale:

5=Excellent, 4=Above Average, 3=Average, 2=Below Average, 1=Unsatisfactory, 0=Not Applicable

Section A: Performance Criteria	Mid-Semester	End-of-Semester
1. Honesty/Integrity		
Trustworthy and credible	Mid-Semester	End-of-Semester
2. Motivation/Initiative		
Demonstrates desire	Mid-Semester	End-of-Semester
Takes Initiative	Mid-Semester	End-of-Semester
3. Communication Skills		
Ability to effectively present information orally	Mid-Semester	End-of-Semester
4. Self Confidence		
Exhibits self confidence	Mid-Semester	End-of-Semester
5. Flexibility/Adaptability		
Open to new ideas, problems and suggestions	Mid-Semester	End-of-Semester
Ability to successfully alter activities to cope with demands of new situations	Mid-Semester	End-of-Semester
Ability to adapt to organizational environment	Mid-Semester	End-of-Semester
6. Interpersonal Skills		
Relates to people in open, friendly manner	Mid-Semester	End-of-Semester
7. Work Ethic		
Demonstrates reliability	Mid-Semester	End-of-Semester
Adheres to assigned work schedule	Mid-Semester	End-of-Semester
8. Teamwork Skills		
Displays collaborative efforts	Mid-Semester	End-of-Semester
9. Leadership Skills		
	Mid-Semester	End-of-Semester
10. Enthusiasm		
Maintains positive outlook	Mid-Semester	End-of-Semester
Displays eagerness	Mid-Semester	End-of-Semester
11. Technical Proficiency		
Demonstrates understanding of job	Mid-Semester	End-of-Semester
Possesses the appropriate skills to complete assigned tasks	Mid-Semester	End-of-Semester
12. Feedback		
Solicits feedback	Mid-Semester	End-of-Semester
Uses past experience to understand new situations	Mid-Semester	End-of-Semester



Section B: Mid-Semester Evaluation

(Please provide a written summary describing those areas in which the student excels as well as areas for improvement).

Student Signature

Date

Supervisor's Signature

Date

Section C: Final Evaluation

(Please provide a written summary describing those areas in which the student excels as well as areas for improvement).

Student Signature

Date

Supervisor's Signature

Date