



INTERN PERFORMANCE EVALUATION

GENERAL INFORMATION

Internship site				Supervisor			
Student intern				Internship period	—		
Total number of hours that the intern worked <i>(Please check)</i>	60 - 119		120 - 179		180 - 239		
	240 - 299		300 - 359		360 over		

JOB PERFORMANCE *(Please check your level of agreement to each description)*

	Strongly agree A	Agree B	Neither agree nor disagree C	Disagree D	Strongly disagree E	Not Applicable N/A
I. JOB-RELATED SKILLS						
a) Intern produces accurate and quality work	()	()	()	()	()	()
b) Intern pays attention to details, follows instructions	()	()	()	()	()	()
c) Intern demonstrates effective skills necessary for assignments	()	()	()	()	()	()
d) Intern understands principles and uses techniques and methods appropriate for assignments	()	()	()	()	()	()

Comments *(If any)*

	A	B	C	D	E	N/A
II. WORK HABITS						
a) Intern starts work on time and is punctual to meeting	()	()	()	()	()	()
b) Intern meets deadlines and commitments	()	()	()	()	()	()
c) Intern makes effective/efficient use of time to complete tasks	()	()	()	()	()	()
d) Intern takes initiative, and works with minimum supervision	()	()	()	()	()	()

Comments *(If any)*

III. INTERPERSONAL SKILLS

	A	B	C	D	E	N/A
a) Intern demonstrates effectiveness in working with peers and supervisors	()	()	()	()	()	()
b) Intern is open to feedback and new ideas	()	()	()	()	()	()
c) Intern deals effectively with problem situation and people	()	()	()	()	()	()
d) Intern demonstrates high ethical standards	()	()	()	()	()	()

Comments (If any)

IV. OVERALL PERFORMANCE OF THE INTERN (Please check)

Excellent		Good		Fair		Poor	
A+	A	B+	B	C+	C	D	E

V. The specific areas in which the student has been successful

VI. The specific areas in which you would like the student to improve

Are you willing to share your evaluation with the intern? Yes () No ()

Would you consider hiring this person in the future? Yes () No ()

Evaluator's signature _____ Date _____

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