

FORM 7: Student Internship Final Evaluation Form

Intern: _____ Date of Evaluation: _____
Position: _____ Time in Present Position: _____
Dept./Division: _____ Supervisor: _____
UND Supervisor: _____

Major Position Responsibilities: Review the job descriptions, internship contracts, work plans, etc., in completing this section. Attach separate sheet if necessary.

Evaluation. Please mark the box, which most accurately described intern performance in comparison to internship expectations. Cite examples and make comments to explain rating.

1. **Internship Knowledge.** Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.
 - Severe lack of knowledge. Very little understanding of tasks, techniques. Constant supervision required.
 - Limited knowledge. Considerable supervision and job instruction required.
 - Satisfactory knowledge. Needs normal amount of supervision and work instruction.
 - Very good knowledge of own and related tasks. Occasionally needs work instructions.
 - Authoritative knowledge. Rarely needs assistance. Extremely capable.

Comments and examples:

2. **Quality of Work**. Consider: freedom from errors and mistakes; accuracy; neatness; general quality of work.

- Work is of poor quality. Continually makes errors. Requires excessive rework.
- Is careless and often makes mistakes. Work is marginally acceptable.
- Makes no more mistakes than should be expected. Quality is definitely acceptable.
- Quality exceeds normal requirements. Makes few errors and mistakes.
- Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.

Comments and examples:

3. **Quantity of Work**. Consider: actual work accomplished in relation to the results expected; speed of performance.

- Extremely low output. Very slow worker. Has difficulty staying on task.
- Marginal output. Produces less than most interns. Stays on task with constant supervision.
- Average output. Definitely acceptable.
- Produces more than most interns.
- Is usually productive and fast worker. Regularly meets highest expectations.

Comments and examples:

4. **Ability to Learn.** Consider: speed with which intern masters new tasks and methods, grasps concepts and explanations; retains knowledge.

- Is extremely slow to absorb instruction, new techniques, etc.
- Requires unusual amount of instruction. Learns new tasks slowly.
- Average amount of instruction required for new tasks.
- Learns rapidly. Retains most instructions well.
- Exceptionally fast to learn and adjust to changed conditions. Rarely forgets prior instructions.

Comments and examples:

5. **Initiative.** Consider: degree to which intern is self-motivated; makes constructive suggestions and contributes ideas; completes own assignments.

- Never volunteers to undertake work. Unable to grasp what is required in a particular work situation.
- Rarely shows initiative. Need prodding to step up and do work.
- Seldom seeks new tasks or responsibilities, accepts them when assigned. Occasionally makes suggestions or volunteers ideas.
- Seeks new tasks. Often makes suggestions and contributes ideas.
- Definitely self-motivated. Sees what's required and steps in. Seeks responsibility. Routinely makes suggestions and contributes ideas.

Comments and examples:

6. **Interpersonal Relations.** Consider: tactfulness, courtesy to public and co-workers; how intern presents self; skills in interpersonal and work-group situations.

- Unable to work with others. Is usually tactless, rude, antagonistic to public and co-workers. Rarely cooperative. Regularly creates problems.
- Finds it difficult to work with others. Is frequently tactless, discourteous. Often unwilling to cooperate.
- Works well with others. Is generally agreeable, courteous, helpful. Able to contribute to others with normal guidance.
- Works well with others in a positive manner. Usually polite and considerate. Employs principles and skills required to work as a group member.
- Works extremely well with others. Cooperative, thoughtful, courteous. Stimulates good group interaction and employs excellent interpersonal skills.

Comments and examples:

7. **Judgment.** Consider: degree to which intern shows good common sense; thinks while making decisions or before acting. Considers implications and consequences.

- Shows little common sense. Decisions are usually poor and unreliable.
- Sometimes has a problem with judgments and decisions. Generally reliable with direct supervision.
- Generally makes appropriate decisions and works reliably with normal supervision.
- Almost always makes sound decisions with little supervision. Shows unusual insight.

Comments and examples:

8. **Professional Ethics.** Consider: awareness of ethics; ability to recognize moral dilemmas; care in making ethical decisions; applies rational decision making.

- Unethical. Shows disregard for ethical concerns.
- Lacks ethical awareness and sensitivity.
- Aware of professional ethics. Has occasional difficulty understanding how to handle ethical problems.
- Recognizes and handles ethical problems efficiently.
- Extremely ethical. Shows unusual insight and sensitivity. Handles situations skillfully.

Comments and examples:

9. **Policy Compliance.** Consider: degree to which intern accepts and follows organization policies and procedures.

- Often hesitant or unable to accept and follow policies and procedures.
- Normally accepts and follows policies and procedures. Occasionally needs correction.
- Almost always follows policy and procedures or has satisfactory explanations when unable to do so.
- Always follows policy and procedures.

Comments and examples:

10. **Work Habits.** Consider: degree to which intern's work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.

- Work is usually sloppy. Careless with equipment, supplies, procedures.
- Work is sometimes messy. Sometimes careless with equipment and supplies.
- Meets minimal organization and professional expectations with regard to work habits. Work is acceptably neat. Generally careful and efficient with equipment and supplies.
- Work is well done and looks neat. Generally careful and efficient with equipment and supplies.
- Work is fastidious. Consistently uses equipment and supplies carefully and efficiently.

Comments and examples:

11. **Communication.** Consider: degree to which intern effectively expresses her/himself orally and in writing.

- Fails to communicate effectively.
- Sometimes misunderstood. Needs significant improvement in writing and oral communication skills.
- Adequately communicates with others. Needs continued practice with writing and oral communication skills.
- Usually communicates effectively. Ideas are understood. Good writing and oral communication skills.
- Exceptional communicator .Excellent writing and oral communication skills. Communicates well with just about everyone he/she comes in contact with .

Comments and examples:

12. **Personal Appearance.** Consider: hygiene, neatness, and appropriateness of dress on job.

- Unacceptable.
- Needs improvement.
- Acceptable.

Comments and examples:

13. **Additional Criteria.** (Use this space for work related factors not covered above.)

Comments and examples:

Supervisor's Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; internship objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Intern's Comments: Provide comments on the evaluation and the internship experience; personal goals and objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Evaluator Signature: _____ Date: _____

Title: _____

Intern Signature: _____ Date: _____