

**Training Program
Interim Evaluation Form
to be completed by supervisor**

Instructions: This evaluation is to provide the intern with feedback concerning the progress in meeting set goals related to the skills and objectives outlined in the training/intern placement plan. It is a requirement of the J-1 Training Program that a trainee must receive evaluations and feedback from his/her training supervisor.

Intern Name: _____

Host Employer: _____

Supervisor Name: _____

Department: _____

Intern Supervisor: Please give each characteristic a numerical value based on the following:

- 5. Outstanding
- 4. Above Average
- 3. Average
- 2. Need for improvement and merits attention
- 1. Significant need for improvement
- N. Does not apply.

- Open to learning from supervisor and co-workers ()
- Showing cooperation in working relationships with other workers ()
- Takes initiative after receiving directions from supervisor ()
- Is able to communicate to supervisor on work progress and process ()
- Shows clear communication skills ()
- Maintains work schedule, hours, and starting time ()
- Exhibits professional behavior ()
- Has clear communication skills ()
- Displays enthusiasm, diligence, and interest in work assignments ()
- Uses past knowledge and education to build on skills ()
- Accepts constructive criticism and acts upon it ()
- Shows initiative in completing work assignments ()
- Is able to assume a leadership role to enhance leadership skills ()
- Understands company's organizational structure/ how departments interface ()
- Has identified similarities/differences between home and the U.S. ()
- Is committed to meet goals and objectives of training plan ()

Supervisor: Please answer the following questions:

Please comment on the progress the trainee has made in reaching the skills and objectives of the Training/Internship Placement Plan?

In your opinion, what are the trainee's areas of greatest strength and areas that need improvement.

What methods are being utilized to monitor and provide feedback to the participant on a daily/weekly basis?

Signed:

Trainee:

Date

Supervisor:

Date

After reviewing this evaluation with the trainee:

- Provide a copy to the trainee
- scan/email to: deb@dynamicglobalexchange.com