

Training Program Interim Evaluation Form to be completed by supervisor

Instructions: This evaluation is to provide the trainee 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 U.S. government that a trainee must receive evaluations and feedback from his/her training supervisor.

Trainee Name:	
Host Employer:	
Supervisor Name:	
Department:	

Trainee 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.

Signed:

Intern: _____

Date:

Supervisor: _____

Date:

After reviewing this evaluation with the trainee, make two photocopies of this form and distribute as follows

Original - kept by host company

copy 1 - given to trainee

copy 2 – mail, scan/email or fax to:

Dynamic Global Exchange

3818 Sweet Bottom Drive

Duluth, GA 30096 USA

Fax: 678-261-1419

Email: training@dynamicglobalexchange.com