

## FORM 6: Student Internship Midterm 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: \_\_\_\_\_