

**Post-Secondary Education:  
Integrating Crime Victims' Issues Into College and University Curricula**

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**Intern Evaluation**

Intern Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_ Semester: \_\_\_\_\_

**Professionalism**

In rating the intern on professionalism, please take into consideration the following factors:

- Overall quality of conduct in the workplace
- Attendance and punctuality
- Conduct of personal business during internship time
- Appropriateness of workplace attire
- Language appropriate to the work environment
- Exercise of discretion in handling client and agency information

\_\_\_\_ Exceptional

\_\_\_\_ Superior

\_\_\_\_ Satisfactory

\_\_\_\_ Conditional

\_\_\_\_ Unsatisfactory

Additional comments:

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**Work Quality and Productivity**

In rating the intern on work quality, please take into consideration the following factors:

- Overall work quality
- Ability to complete assigned tasks correctly and on time
- Ability to produce high quality work in a short time
- Efficiency in completing assigned tasks
- Attention to details
- Work ethic and industriousness
- Time management skills
- Organizational skills

\_\_\_\_\_ Exceptional

\_\_\_\_\_ Superior

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Conditional

\_\_\_\_\_ Unsatisfactory

Additional comments:

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**Initiative**

In rating the intern on initiative, please take into consideration the following factors:

- Amount of supervision needed to complete tasks or meet objectives
- Initiative in developing ideas and methods
- Ability to be a self-starter
- Ability to work independently
- Willingness to accept and take on added responsibilities
- Interest in developing job skills and attending growth opportunities
- Willingness to ask for clarification
- Willingness to suggest innovations for policies and programs
- Resourcefulness

\_\_\_\_\_ Exceptional

\_\_\_\_\_ Superior

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Conditional

\_\_\_\_\_ Unsatisfactory

Additional comments:

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**Interaction with Others**

In rating the intern on interaction with others (e.g., supervisors, colleagues, clients, members of other organizations), please take into consideration the following factors:

- Interpersonal relations and respect for colleagues
- Ability to accept constructive criticism
- Willingness to assist colleagues
- Ability to work in groups
- Appropriateness of boundaries with colleagues and clients
- Interactions with clients
- Support of clients who are victims of crime
- Maintenance of confidentiality of information in accordance with agency standards

\_\_\_\_\_ Exceptional

\_\_\_\_\_ Superior

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Conditional

\_\_\_\_\_ Unsatisfactory

Additional comments:

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**Overall Performance Rating**

Taking into consideration the factors detailed above, please rate the intern's overall performance and personal development through the internship.

\_\_\_\_\_ Exceptional

\_\_\_\_\_ Superior

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Conditional

\_\_\_\_\_ Unsatisfactory

Additional Comments:

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Supervisor's Signature \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Title \_\_\_\_\_

Phone and/or E-mail \_\_\_\_\_

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed evaluation to [fill in relevant information – whether via mail, fax, e-mail or pdf, etc.] by [due date].

***Thank you for your support of our internship program!***