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:
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 of pdf, etc.] by [due date].

Thank you for your support of our internship program!