INTERNSHIP RESOURCES- Final Assessment of Student

Name of Intern:________________________________________________________

Date:_______________________________________________________________

Name of Supervisor:___________________________________________________

Please provide your candid evaluation of this student’s performance or skill level in each of the following areas. This evaluation is not confidential and we encourage you to share it with the student. The student may also wish to use this evaluation form as a reference for future employment. Feel free to use the back of this sheet, additional pages, or even write a letter of support for the student for the student’s use in seeking future employment.

A. Skills
On a scale of 1 to 5, please evaluate the intern’s performance in each of the following areas.

1=Lacks this skill 2=Limited/minimal skill level 3=Adequate/average skill level 4=Above average skill level 5=Exceptional skill level N/A Not Applicable

1. Communication Skills

___ a. Demonstrates oral communication skills required for the job

___ b. Writes clearly and concisely

___ c. Is willing to speak up, communicate information, and ask questions

___ d. Listens to feedback and works to improve

2. Problem-Solving/Decision-Making Skills

___ a. Analyzes situations and takes appropriate action

___ b. Offers creative solutions to problems

___ c. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe

___ d. Resolves problems in an appropriate timeframe
3. Teamwork
   a. Establishes rapport and credibility among team members
   b. Shares information and resources with others
   c. Assists and cooperates with co-workers
   d. Demonstrates willingness to put forth extra time and effort
   e. Assumes appropriate leadership role(s)

4. Self-Management
   a. Produces high-quality, accurate work
   b. Seeks new strategies when current approach is not effective
   c. Displays good judgment and establishes priorities
   d. Uses time efficiently
   e. Demonstrates ethical behavior
   f. Arrives on time and maintains agreed hours

5. Initiative
   a. Seeks opportunities to learn
   b. Takes initiative to get a job done, even if not specifically told to do so
   c. Acts decisively on critical issues
   d. Overcomes obstacles and problems
   e. Sets and communicates goals; follows-up with results

6. Technical Skills
   a. Possesses the technical skills required for this position
   b. Is willing to learn new skills and enhance existing technical skills
   c. Uses appropriate technology for tasks
   d. Uses technology to perform effectively
B. Comments

1. Please discuss whether this student successfully completed the learning objectives you discussed at the beginning of the internship and whether your expectations were met or exceeded.

2. What would you recommend for this student to do following his/her internship to make him/her better prepared for the workplace (i.e., courses, activities, skills acquisition, programs)? Please be as specific as possible.

3. How would you rate the level of involvement you had with the intern’s college/university during this internship experience?

   [ ] very involved  [ ] somewhat involved  [ ] not at all involved

4. In terms of preparation for the internship, the student’s prior academic coursework was:

   [ ] very useful  [ ] of some use  [ ] not very useful

5. Please indicate areas or topics to be discussed that would make the student more academically prepared for this internship experience.

6. Please assess the job responsibilities you assigned to your intern:

   [ ] difficult to achieve  [ ] challenging, but attainable  [ ] not challenging

C. Overall Evaluation

1. Given your expectations for this internship, this student’s overall performance (in comparison with all other students performing similar duties) was in:

   [ ] top 5%  [ ] top 25%  [ ] top 50%  [ ] lower 50% of all students

2. How would you assess the OVERALL VALUE this intern provided for your operation?

   [ ] very valuable  [ ] somewhat valuable  [ ] very limited value/no value

3. How would you assess the intern’s overall performance?

   [ ] outstanding  [ ] above average  [ ] average  [ ] below average  [ ] unsatisfactory