

## Intern Performance Assessment (to be completed at internship mid-point)

Student: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### A. Manager Rating of Employee Characteristics

Rate the intern based on the characteristics listed below and check the corresponding space. If the intern made noticeable improvements on any characteristic during his/her tenure, record it. For long placements (six months or more), it may be advisable to do a mid-term evaluation and an end-term evaluation. Have the intern complete a self-evaluation form to work in tandem with this evaluation.

**Directions: Club Supervisor** – Evaluate the student in each of the areas listed using the following scale. Omit any areas which you feel do not apply to this specific field setting. Discuss the evaluation with the student one week before the completion of the internship.

**Evaluation Scale:**    **E = Excellent**    **Avg = Average**    **NI = Needs Improvement**

Please Circle One

- E Avg NI Leadership Characteristics:** Is mentally alert; exercises self control; demonstrates drive and vitality; is poised and confident; dependable.
- E Avg NI Personal Characteristics:** Dresses appropriately; has no distracting mannerism; has good general physical condition and stamina; conducts him/herself as a good role model.
- E Avg NI Social Characteristics:** Is friendly, understanding and helpful; courteous and tactful; interested in co-workers/other interns; has ability to get along with others and understands their problems.
- E Avg NI Work Habits:** Is punctual, dependable in maintaining assigned responsibilities; willing and able to take suggestions and criticisms; cooperates with association and supervisors; upholds department policies; works well with clientele; shows initiative.
- E Avg NI Professional Habits:** Shows an interest in his/her chosen profession; works towards self-improvement; is an enthusiastic worker; works well with colleagues; demonstrates a positive attitude.
- E Avg NI Professional Knowledge and Skills:** Has an understanding and general knowledge of the appropriate academic content; has the skill and knowledge to achieve responsibilities; ability to apply skills at work.



- E Avg NI Organization Skills and Attention to Detail:** Completes job assignments thoroughly and accurately; maintains paperwork necessary to operate efficiently and to the standards set forth the internship site.
- E Avg NI Time Management Skills:** Works steadily at assigned tasks; completes assignments on time and is always punctual for job related activities.
- E Avg NI Communication Skills (oral):** Communicates effectively; presents ideas simply and clearly; uses good grammar; speaks clearly and concisely; making effective oral presentations; active listening skills.
- E Avg NI Communication Skills (written):** Ability to present ideas simply and clearly; demonstrates professional writing skills; communicates well via e-mail; creates clear, concise documents using appropriate style, format, spelling and grammar; carefully interprets written communication.

