

Supervisor Evaluation of Student Internship Form

Intern's Name _____

Date _____

Intern's Supervisor _____

Organization's Department/Division _____

This internship started on (date) _____ and was completed on (date) _____

Do you permit the student to receive a copy of this evaluation? Yes _____ No _____

Excellent - (Always demonstrates this ability/consistently exceeds expectations)

Good - (Usually demonstrates this ability/sometimes exceeds expectations)

Average- (Sometimes demonstrates this ability/meets expectation)

Poor - (Seldom demonstrates this ability/rarely meets expectations) N/A

Not Applicable - (Not applicable to this internship experience)

	Excellent	Good	Average	Poor	N/A
Ability to learn					
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks out and utilizes appropriate resources					
Accepts responsibility for mistakes and learns from experiences					
Open to new experiences; takes appropriate risks					
Reading/Writing/Computation Skills					
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate to the job					
Attention to accuracy and detail					
Listening & Oral Communication Skills					
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					
Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Creative Thinking & Problem Solving Skills					
Seeks to comprehend and understand the "big picture"					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates an analytical capacity					
Interpersonal & Teamwork Skills					
Relates to co-workers effectively					
Manages and resolves conflict to a team atmosphere					
Supports and contributes to a team atmosphere					

Evaluation of personal qualities of the intern observed during the internship. Select one evaluation level for each area by marking an "X" under the level that represents the intern's performance