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## Final Internship Assessment by Internship Supervisor

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. Skill Assessment

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 (next 2 pages)**

1. Please discuss whether this student successfully completed the learning objectives you discussed and whether your expectations were met or exceeded—and why.

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 college/university with 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    satisfactory    below average    unsatisfactory