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