INTERN PERFORMANCE
FINAL EVALUATION

To complete this form, first rate each item's relevance to the intern’s role in your organization using the IMPORTANCE SCALE. Then, in the right hand box, rate the quality of the intern’s performance on each item, using the PERFORMANCE SCALE. Add any COMMENTS you have on the line provided. Finally, please enter your average ratings at the end of each category.

IMPORTANCE SCALE  
4 = Very important  
3 = Moderately important  
2 = Of little importance  
1 = Of no importance  
NA = Not applicable

PERFORMANCE SCALE  
4 = Excellent  
3 = Good  
2 = Fair  
1 = Poor  
NA = Not applicable

A. LEARNING AND POTENTIAL FOR GROWTH

1. Takes initiative to seek out new learning experiences ...........  
   ___________  
   ___________  
   ___________

2. Makes use of internal resources—staff, supplies, equipment....  
   ___________  
   ___________  
   ___________

3. Seeks out answers to questions when reasonable to do so .......  
   ___________  
   ___________  
   ___________

4. Seeks feedback for self-improvement  
   ___________  
   ___________  
   ___________

5. Accepts constructive criticism non-defensively  
   ___________  
   ___________  
   ___________

6. Works to strengthen identified weaknesses  
   ___________  
   ___________  
   ___________

   AVERAGE CATEGORY RATINGS ...........  
   ___________  
   ___________  
   ___________

B. COMMUNICATION SKILLS AND INTERPERSONAL COMMUNICATION

1. Communicates clearly and concisely  
   ___________  
   ___________  
   ___________

2. Interacts well with clients  
   ___________  
   ___________  
   ___________

3. Listens to and understands what others are saying  
   ___________  
   ___________  
   ___________

4. Is sensitive to others' feelings  
   ___________  
   ___________  
   ___________

5. Interacts well with organization’s staff  
   ___________  
   ___________  
   ___________

6. Deals effectively with uncooperative or difficult people .......  
   ___________  
   ___________  
   ___________

7. Is sensitive to other's objectives and goals  
   ___________  
   ___________  
   ___________

   AVERAGE CATEGORY RANKINGS.......  
   ___________  
   ___________  
   ___________

NOTE: We gratefully acknowledge the work of the developers of the King’s College and University of Virginia intern evaluation forms.
## PROBLEM-SOLVING AND DECISION-MAKING

1. Thinks in a disciplined and logical manner
2. Analyzes problems effectively
3. Is able to solve problems
4. Elicits information necessary to complete an assignment
5. Thinks of creative ideas and innovative actions
6. Takes initiative, where appropriate, as problems arise

AVERAGE CATEGORY RATINGS

## PLANNING AND ORGANIZATION

1. Sets realistic work goals
2. Uses time effectively
3. Meets deadlines
4. Follows directions
5. Works without excessive supervision
6. Follows assignments through to successful completion
7. Effectively handles crises or emergencies

AVERAGE CATEGORY RANKINGS

## QUALITY OF WORK

1. Completes tasks and assignments accurately
2. Has a positive attitude toward work
3. Takes responsibility for and is committed to work
4. Stays with tasks until completed
5. Gets to work on time and has regular attendance
6. Dresses appropriately for the work setting

AVERAGE CATEGORY RANKINGS

## GENERAL PERFORMANCE ASSESSMENT
1. What grade would you assign this intern for field placement work?

Circle one:  A   A-  B   B-  C   C-  D   F

Sponsor's Signature: ___________________________ Date: ______________

Intern's Signature: ___________________________ Date: ______________