**Internship Performance Evaluation Form**

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| 1. **Employer Information** | | | | |
| Employee Name: | | | Job Title: | |
| Supervisor/Reviewer: | | | Review Period  From: / / To: / / | |
| 1. **Overall Performance Evaluation** | | | | |
| **Performance Category** | | **Rating** | | **Comments and Examples** |
| **Quality of Work:**  Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Attendance & Punctuality:**  Reports for work on time, provides advance notice of need for absence | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Reliability/Dependability:**  Consistently performs at a high level; manages time and workload effectively to meet responsibilities | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Communication Skills:**  Written and oral communications are clear, organized and effective; listens and comprehends well | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Judgement & Decision-Making:**  Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness and creativity in problem-solving | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Initiative & Flexibility:**  Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Job Knowledge:**  Has shown an understanding of the job and the ability to apply knowledge and skills effectively | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Planning & Organizational Skills:**  Demonstrated the ability to establish priorities, maintain schedules and manage time effectively | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| **Dependability:**  Maintained confidentiality, completed work under deadlines, followed through on assignments and have the ability to be reliable and flexible | | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | |  |
| 1. **Intern Position Objectives Evaluation** | | | | |
| **Performance Category** | **Rating** | | | **Comments and Examples** |
| **Objective 1:** | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | | |  |
| **Objective 2:** | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | | |  |
| **Objective 3:** | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | | |  |
| **Objective 4:** | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | | |  |
| **Objective 5:** | * Exceeds expectations * Meets expectations * Needs improvement * Unacceptable | | |  |
| 1. **Intern Development Opportunities and Next Steps** | | | | |
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