**Internship Performance Evaluation Form**

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| 1. **Employer Information**
 |
| Employee Name: | Job Title: |
| Supervisor/Reviewer: | Review PeriodFrom: / / 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
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| **Reliability/Dependability:**Consistently performs at a high level; manages time and workload effectively to meet responsibilities | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **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
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| **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
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| **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
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| **Planning & Organizational Skills:**Demonstrated the ability to establish priorities, maintain schedules and manage time effectively | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| **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
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| 1. **Intern Position Objectives Evaluation**
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| **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
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| **Objective 5:** | * Exceeds expectations
* Meets expectations
* Needs improvement
* Unacceptable
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| 1. **Intern Development Opportunities and Next Steps**
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