

Final Evaluation Form
Site Supervisor's Final Evaluation of Intern

Intern: _____

Intern Job Title: _____

Date Started Internship: _____

Date of Evaluation: _____

Supervisor Name: _____

Supervisor Title: _____

Company/Agency: _____

Department: _____

Address: _____

Phone: _____

Email: _____

****This evaluation is primarily to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student intern, specifically noting changes/growth throughout their internship.**

Please rate your intern on a scale of 1 to 5 (1 being low and 5 being high). Please provide additional feedback, specifically including items you rated 1 or 2.

Relations with Others	Rating
Intern was well accepted by others	
Intern worked well with others	
Intern made connections with others	
Intern chose to work with others when possible (more of a team member than independent worker)	

Intern was not afraid to approach others if/when needed	
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Judgment

Rating

Intern made mature decisions	
Intern exemplified above average decision-making skills	
Intern used critical thinking skills to make decisions	
Intern was able to reflect on their decisions and notice mistakes	
Intern took the appropriate amount of time to make decisions	
Intern most often makes the “right” decision	

Ability to Learn

Rating

Intern learned the appropriate skills/knowledge that was expected or needed in the internship	
Intern was quick to learn	
Intern asked questions if they did not understand something	
Intern showed an ability to understand their mistakes	
Intern showed an ability to take feedback and apply it to future tasks	

Attitude & Dependability

Rating

Intern showed enthusiasm for the work they were doing	
Intern displayed enjoyment for the work they were doing	

Intern was on time for their shift	
Intern could be trusted to carry out tasks they were assigned in a timely manner	
Intern applied themselves and does their very best at the tasks they were assigned	

Application of Work	Rating
Intern used their academic knowledge and applied it to their tasks	
Intern displayed an understanding of the importance of this job and the tasks they were assigned	

Quality of Work & Dedication	Rating
Intern did an exceptional job at whatever task they were assigned	
Intern produced neat and timely work when assigned tasks	
Intern asked questions if needed in order to produce the desired work when assigned tasks	
Intern was dedicated to producing the best quality of work that was possible at their current skill level	
Intern tried their best at any and all tasks assigned to them	

Additional Comments:

Please rate each item on a scale of 1 to 5 (1 being low and 5 being high). Then, comment on each of these areas specifically, if necessary.

<u>I.SUPERVISION</u>	<u>Rating</u>	<u>Comments</u>
Ability to seek and use help		
Openness to constructive criticism		
Ability to work independently when needed		

<u>II.PERSONAL QUALITIES</u>	<u>Rating</u>	<u>Comments</u>
Decision-making		
Trust and confidentiality		
Initiative		
Creativity		
Dependability		
Punctuality		
Personal appearance		
Ability and willingness to learn		
Adaptability		
Adherence to agency rules/norms		

<u>III.SKILLS</u>	<u>Rating</u>	<u>Comments</u>
Verbal communication		
Written communication		
Analyzing problems		
Problem solving		
Organizing/seeing assignments to completion		
Making and meeting deadlines		

IV.JOB PERFORMANCE

List 4 to 6 primary tasks performed by the student in fulfilling his/her job responsibilities. Rate performance of each.

What would you say the intern's strongest attributes, skills, and/or knowledge, both personally and professionally, are? Why?

What would you say the intern's weakest attributes, skills, and/or knowledge, both personally and professionally, are? Why?

Please sign below and return to:

Zoe Hess, MS, LSC
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Intern signature

Date

Site Supervisor signature

Date

Faculty Supervisor signature

Date