

APPENDIX G-2

INTERN EVALUATION FORM

FINAL

Name _____ (Student Name) Agency Name _____

Date: _____

Instructions:

This form is to be completed by the site supervisor of the organization hosting the internship experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

PERFORMANCE AREA
ABILITY TO ORGANIZE AND
CARRY OUT TASK

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

1 2 3
Has some difficulty organizing and carrying out assigned tasks.

4 5 6
Manages to organize and carry out most assigned task in a competent manner.

7 8
Very well organized and carries out assigned tasks in a professional manner.

9 10
Exceptionally well organized. Carries out assigned tasks in an exemplary manner

Comments:

QUALITY OF ASSIGNED
WORK

1 2 3
Below expectations. Needs frequent instruction and supervision. Work completed is less than satisfactory.

4 5 6
Meets expectations. Needs some supervision. Quality of work is competent.

7 8
Usually exceeds expectations. Needs very limited supervision. Work is of very good quality.

9 10
Consistently exceeds expectations. Work is always of highest quality.

Comments:

TIME MANAGEMENT

1 2 3
Procrastinates much of the time. Does not complete most tasks in a timely manner.

4 5 6
Average ability to manage time. Some procrastination, but most task completed on time.

7 8
Very efficient in managing time. All tasks are completed on schedule.

9 10
Exceptional ability to manage time on tasks. Most work is completed ahead schedule.

Comments:

PERFORMANCE AREA

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

ABILITY TO COMMUNICATE ORALLY

1 2 3
Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.

4 5 6
Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations.

7 8
Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.

9 10
Exceptional ability to communicate information/ideas effectively to individuals and groups. Very comfortable and confident during oral communication.

Comments:

ABILITY TO COMMUNICATE IN WRITTEN FORMAT

1 2 3
Below expectations. Has difficulty conveying information/ideas in writing. Numerous errors.

4 5 6
Can satisfactorily convey information/ideas in writing. Usually free of errors.

7 8
Very effective in conveying information/ideas in writing. Errors are rare.

9 10
Exceptional ability to communicate information/ideas in writing. Work is creative.

Comments:

DEPENDABILITY & RESPONSIBILITY

1 2 3
Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.

4 5 6
Can be counted on to have task completed when required. Sometimes needs some supervision to do so.

7 8
Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.

9 10
Exceptionally dependable and responsible in all circumstances.

Comments

PERFORMANCE AREA
INITIATIVE & ENTHUSIASM

LESS THAN ADEQUATE

ADEQUATE

MORE THAN ADEQUATE

EXCELLENT

1 _____ 2 _____ 3 _____

Must be pushed to get projects started and completed. Does not display enthusiasm for assigned work.

4 _____ 5 _____ 6 _____

Usually enthusiastic about assigned work. Sometimes waits for assignments and projects rather than taking initiative.

7 _____ 8 _____

Self-starter. Makes the most of opportunities. Enthusiastic and requests additional responsibilities.

9 _____ 10 _____

Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and projects. Makes the most of every opportunity.

Comments

ABILITY TO WORK WITH
OTHERS IN THE ORGANIZATION

1 _____ 2 _____ 3 _____

Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.

4 _____ 5 _____ 6 _____

Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.

7 _____ 8 _____

Very good relationship with personnel at all levels of contact. Interaction is positive and productive.

9 _____ 10 _____

Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.

Comments:

PROFESSIONAL APPEARANCE
AND BEHAVIOR

1 _____ 2 _____ 3 _____

Needs to be reminded frequently about appropriate attire and behavior in the work setting.

4 _____ 5 _____ 6 _____

Seldom needs to be reminded of appropriate attire and behavior in the work setting.

7 _____ 8 _____

Appearance and behavior is always appropriate to the work setting.

9 _____ 10 _____

Appearance and behavior is exceptional and worthy of emulation by others.

Comments:

PERFORMANCE
ABILITY TO ACCEPT AND
UTILIZE SUGGESTIONS TO
IMPROVE PERFORMANCE

LESS THAN ADEQUATE
1 _____ 2 _____ 3 _____
Almost always rejects or discounts
suggestions to improve
performance. Rarely, if ever,
attempts to utilize suggestions.

ADEQUATE
4 _____ 5 _____ 6 _____
Usually accepts
suggestions to improve
performance. Usually
successful in utilizing
suggestions.

MORE THAN ADEQUATE
7 _____ 8 _____
Always welcomes suggestions to improve
performance. Makes a concerted effort to
utilize suggestions.

EXCELLENT
9 _____ 10 _____
Always welcomes and solicits
suggestions to improve performance.
Exceptionally successful in this
endeavor.

Comments:

**PLEASE ADD ANY
ADDITIONAL COMMENTS
THAT YOU FEEL WOULD BE
INSTRUCTIVE TO THE
UNIVERSITY SUPERVISOR
IN EVALUATING AND
PROVIDING GUIDANCE TO
THIS INTERN**

Evaluator Signature
