

SAMPLE - Student Intern Performance Evaluation

Term of Internship: ___ Sum ___ Fall ___ Spring	Date of Evaluation: _____
Student Name: _____	
Organization Name: _____	
Supervisor: _____	
Supervisor email/phone: _____ / _____	
Faculty Internship Coordinator (if applicable) _____	

Please attach:

- **Internship Job Description**
- **Supervisor Comments** (i.e. strengths, areas for improvement, etc)

Please rate the intern's performance in the following areas:

Rating Scale:

- 1 = Excellent** - far exceeded expectations
- 2 = Good** - met and exceeded expectations
- 3 = Satisfactory** - met expectations
- 4 = Fair** - somewhat met expectations, but needs improvement
- 5 = Unsatisfactory** - did not meet expectations

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Appearance	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5