

End of Internship Evaluation -Supervisor

Intern's Name:

Supervisor 's Name:

**Please evaluate the intern in the following areas:**

Arrived on time and worked expected hours regularly.  Always  Often  Sometimes  Rarely  Never

Displayed professionalism in dress and manner.  Always  Often  Sometimes  Rarely  Never

Completed assigned tasks.  Always  Often  Sometimes  Rarely  Never

Sought work when tasks were completed.  Always  Often  Sometimes  Rarely  Never

Required little supervision on assigned tasks.  Always  Often  Sometimes  Rarely  Never

Asked for help when needed.  Always  Often  Sometimes  Rarely  Never

Managed time well.  Always  Often  Sometimes  Rarely  Never

**Please rate the intern on the following skills:**

Ability to learn new skills when instructed.  Excellent  Very Good  Good  Fair  Poor

Ability to find information (research).  Excellent  Very Good  Good  Fair  Poor

Written communication.  Excellent  Very Good  Good  Fair  Poor

Verbal communication.  Excellent  Very Good  Good  Fair  Poor

Relationships with coworkers.  Excellent  Very Good  Good  Fair  Poor

Relationships with clients and (or) the public.  Excellent  Very Good  Good  Fair  Poor

Relationship with supervisors.  Excellent  Very Good  Good  Fair  Poor

Ability to accept and apply constructive criticism.  Excellent  Very Good  Good  Fair  Poor

Ability to think critically and creatively.  Excellent  Very Good  Good  Fair  Poor

Ability to analyze and solve problems.  Excellent  Very Good  Good  Fair  Poor

In what areas do you feel the student could be better prepared?

Would you consider this student if you had an opening or recommend this student for a position?

Additional comments