

CONFIDENTIAL

Internship Performance Evaluation

Intern's Name _____

Title _____

Office/Dept. _____

Company _____

On-site supervisor _____

Date of Evaluation _____

PERFORMANCE DEFINITIONS

3 COMMENDABLE Performs beyond specified requirements within job description

2 ACCEPTABLE Meets the specified requirements of job description

1 MARGINAL Corrective action and/or release from job may be required

I EVALUATE THE ELEMENTS OF PERFORMANCE. Evaluate all factors indicated below by checking the appropriate space and commenting where applicable.

Evaluation factor	Description of the factor	3	2	1
QUALITY	Performs work thoroughly, effectively, and accurately			
QUANTITY	Completes the necessary amount of work and is able to prioritize tasks			
KNOWLEDGE	Is capable in handling all phases and details within job specifications			
HUMAN RELATIONS	Is willing and able to work with others			
COMMUNICATION SKILLS	Effectively presents written ideas and information to others			
JUDGEMENT	Is able to make decisions based on sound reasoning			
JOB DEPENDABILITY	Is honest and reliable in carrying out instructions, Observes Personnel Policies, Complies with established working hours			
ATTITUDE	Accepts established procedures, is discrete in speech and action, exhibits a sense of loyalty			
INITIATIVE	Is a self starter, showing originality, and making decisions when required.			

Internship Evaluation Form

COMMENTS:

II OVERALL PERFORMANCE RATING. Considering all of the above accomplishments, check the appropriate space below to indicate the overall performance rating.

OVERALL EVALUATION _____

(commendable - acceptable - marginal)

COMMENTS:

Evaluator or Supervisor's Name: _____

Signature: _____

* Attach Job Description to Evaluation Form