** Intern Assessment Form**

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company or Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s Position or Assignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use this scale to evaluate your intern’s performance in the following areas:

**1 = Needs more training or education 4 = Above average performance**

**2 = Performing below expectations 5 = Superior performance**

**3 = Average performance**

**3 = Acceptable performance 6 = Not observed**

1. 1. General Workplace Performance

Attendance……………………………………………………….. 1 2 3 4 5

Appropriate dress.……………………………………………… 1 2 3 4 5

Attitude……………………………………………………………… 1 2 3 4 5

Work habits…………………………………………………………. 1 2 3 4 5

Acceptance of critical feedback…………………………… 1 2 3 4 5

Setting priorities………………………………………………….. 1 2 3 4 5

Asks appropriate questions…………………………………… 1 2 3 4 5

Self-motivated………………………………………………………. 1 2 3 4 5

Seeks help when necessary………………………………….. 1 2 3 4 5

Please comment on areas of strength:

Please comment on areas of growth:

2. Specific Job Assignment Performance

Sufficient knowledge to perform tasks………………… 1 2 3 4 5

Analytical skills……………………………………………………… 1 2 3 4 5

Verbal skills………………………………………………………….. 1 2 3 4 5

Written skills…………………………………………………………. 1 2 3 4 5

Organizational skills…………………………………………………. 1 2 3 4 5

Technical skills………………………………………………………. 1 2 3 4 5

Meeting deadlines……………………………………………………. 1 2 3 4 5

Completing tasks…………………………………………………….. 1 2 3 4 5

Please comment on areas of strength:

Please comment on areas of growth:

3. Growth on the Job

Development of new skills……………………………………………1 2 3 4 5

Examples:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge of organization……………………………………………1 2 3 4 5

Examples:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contribution to the workplace…………………………………………1 2 3 4 5

Examples:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Please add any additional comments here: