

Internship Performance Evaluation

Intern Name: _____ Site Name: _____

Faculty Supervisor: _____ Site Supervisor _____

Period of Internship from Start Date: _____ To: _____ Cumulative # of Hours Completed: _____

Site Supervisor Instructions:

- Fill out **midpoint evaluation** upon intern’s completion of 200 hours. The evaluation should be used to identify strengths and weaknesses as a basis for assessing progress.
- Fill out **final evaluation** upon intern’s completion of 400, and it should reflect the intern’s overall performance and growth over the 400 hours. Base your judgment on the entire period covered by these reports rather than focusing on isolated incidents.

Site Supervisor please check (✓) the appropriate box.

Midpoint or Final Evaluation

Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
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Section A: Intern’s General Professional Performance

		(1)	(2)	(3)	(4)	n/a
Behavior	Professional appearance (e.g. neatness, appropriate dress)					
	Seeks responsibility					
	Demonstrates initiative					
	Dependability (e.g. punctual, completes work)					
	Accepts direction and constructive criticism					
	Ability to work independently					
	Motivation (e.g. enthusiasm, attitude towards duties)					
	Resourcefulness (e.g. use of resources, varied approaches/ideas)					
Relations	Offers opinions and suggestions					
	Rapport with staff (e.g., co-workers, volunteers)					
	Interaction with public (i.e., clients, participants, patients)					
	Understands needs of clients					
	Ability to plan for client’s needs					
Performance/knowledge	Adaptability (e.g., adjusts plans/actions according to situation)					
	Planning and organizing work schedule (e.g., time management)					
	Judgment (e.g., common sense, problem solving skills)					
	Task accomplishment					
	Oral communication					
	Written communication					
	Evaluation, self-improvement					
	Leadership ability					
	Quantity of work					
	Quality of work					
Overall Rating of Intern’s Performance for Your Agency:						

Intern to submit to Faculty Supervisor via Blackboard

Section B: Written Evaluation of Intern's Performance

For each of the criteria below, briefly comment on the intern's abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite skills, current knowledge and skill of profession)

2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)

3. Public Relations (e.g., with supervisors, co-workers and public: courtesy, insight, respect, tact)

4. Additional Comments

Signature*

Site Supervisor: _____ Date: _____

**Signing this form indicates the supervisor and intern have reviewed and discussed the evaluation. It does not necessarily indicate the intern's agreement with the content. Supervisors may append additional comments about the intern's performance.*

****Please note that this evaluation is part of the student's (intern's) overall grade in this fieldwork experience course, and is protected by the Family Educational Rights and Privacy Act (FERPA). Therefore, the information provided in this evaluation is restricted to the student, the student's (intern's) direct site supervisor(s), and the student's (intern's) university faculty supervisor and internship coordinator.**