

# 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** immediately after 400 hours, and it should reflect the intern’s overall performance and growth over the hours. Base your judgement on the entire period covered by these reports rather than focusing on isolated incidents. Submit to [cesheric@gmu.edu](mailto:cesheric@gmu.edu) while intern submits via Blackboard and in student portfolio.

<p><b>Site Supervisor please check (√) the appropriate box.</b></p> <p style="text-align: center;"> <input type="checkbox"/> Midpoint      or      <input type="checkbox"/> Final Evaluation         </p>
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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
<b>Behavior</b>	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)					
Offers opinions and suggestions						
<b>Relations</b>	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					
	Adaptability (e.g., adjusts plans/actions according to situation)					
<b>Performance/knowledg</b>	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					
	Understanding of agency’s goals and operations					
	Knowledge of field					
<b>Overall Rating of Intern’s Performance for Your Agency:</b>						

**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.**