

# 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 for POR and IND and 280 for TR. The evaluation should be used to identify strengths and weaknesses as a basis for assessing progress. Submit via recfield@gmu.edu while intern submits via Blackboard.
- Fill out final evaluation immediately after 400 hours for POR and IND and 560 for TR, 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 recfield@gmu.edu while intern submits via Blackboard and in student portfolio.

Site Supervisor please check if this is a **Midpoint or Final Evaluation**

Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
(1)	(2)	(3)	(4)	n/a

**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)					
<b>Relations</b>	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					
<b>Performance/knowledge</b>	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					
	Understanding of agency's goals and operations					
Knowledge of field						
<b>Overall Rating of Intern's Performance for Your Agency:</b>						

Intern to submit to Faculty Supervisor via Blackboard

