

Intern Assessment Form

Intern's Name: _____

Name of Company or Organization: _____

Supervisor: _____ Date: _____

Intern's Position or Assignment: _____

1 Needs more training or education	2 Performing below expectations	3 Acceptable performance	4 Above average performance	5 Superior performance	6 Not observed
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Please use this scale to evaluate your intern's performance in the following areas:

1. General Workplace Performance

- Attendance..... 1 2 3 4 5 6
- Appropriate dress..... 1 2 3 4 5 6
- Attitude..... 1 2 3 4 5 6
- Work habits..... 1 2 3 4 5 6
- Acceptance of criticism..... 1 2 3 4 5 6
- Setting priorities..... 1 2 3 4 5 6
- Asks appropriate questions..... 1 2 3 4 5 6
- Self-motivated..... 1 2 3 4 5 6

2. Specific Job Assignment Performance

- Sufficient knowledge to perform tasks..... 1 2 3 4 5 6
- Analytical skills..... 1 2 3 4 5 6
- Verbal skills..... 1 2 3 4 5 6
- Written skills..... 1 2 3 4 5 6
- Organizational skills..... 1 2 3 4 5 6
- Technical skills..... 1 2 3 4 5 6
- Meeting deadlines..... 1 2 3 4 5 6

Completing tasks..... 1 2 3 4 5 6

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3. Growth on the Job

Development of new skills.....1 2 3 4 5 6

Examples: _____

Knowledge of organization.....1 2 3 4 5 6

Examples: _____

Contribution to the workplace.....1 2 3 4 5 6

Examples: _____

4. Briefly comment on the following questions:

What do you consider the major strengths of this intern?

What areas need improvement?

Other comments, commendations, or recommendations:

