Complete this evaluation of your intern’s performance and review the results with them.

INTERN NAME
SITE OF INTERNSHIP
INTERN’S SUPERVISOR

EVALUATION FORM KEY
1 UNSATISFACTORY  2 NEEDS IMPROVEMENT  3 SATISFACTORY  4 ABOVE AVERAGE  5 OUTSTANDING

[ ] Work Habits—Displays a positive attitude toward tasks and work assignments; works well cooperatively and independently when required.

[ ] Communication Skills—Expresses ideas clearly both in speaking and in writing; listens well and responds appropriately to workplace requests.

[ ] Dependability—Understands expectations of timeliness for task completion. Adheres to timeframes and is punctual in completing assignments. Completes projects fully even when the work is undesirable or unpleasant.

[ ] Cooperation—Works to develop a rapport with coworkers and supervisors, shows consideration of others and a desire to be helpful.

[ ] Initiative—Seeks out information to improve skills and performance and assumes greater responsibility when appropriate.

[ ] Adaptability—Adjusts to changes in tasks and responsibilities; accepts new ideas and responds appropriately to constructive criticism.

[ ] Judgement—Effectively analyzes problems; determines appropriate, timely, and decisive actions; thinks logically. Resolves conflicts with persons of authority, coworkers, and customers in an appropriate manner.

[ ] Attendance and Punctuality—Incurred a reasonable number of absences or lateness; calls supervisor when absent or late; takes and returns from breaks as scheduled.

[ ] Planning and Organizing—Plans, organizes, and carries out assignments; coordinates with others; establishes priorities; uses effective time management.

[ ] Leadership Skills—Demonstrates effective leadership abilities; gains respect and cooperation; inspires and motivates peers.

Please provide any other feedback about your high school internship program below:

EVALUATOR SIGNATURE __________________________ DATE __________

INTERN SIGNATURE __________________________ DATE __________