

Intern Performance Evaluation Template

Intern's Name:

Your Name:

Your Organization:

Your Email Address:

Dates of Internship:

This form is intended to help interns learn more about their strengths and areas they might need to focus on in order to be maximally successful in the workforce after graduation. Managers are encouraged to complete the form and review it with their intern in a scheduled one-to-one meeting. Please rate your intern in the following areas:

Manage Self	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Maintains agreed upon schedule, is punctual, and communicates schedule changes appropriately.					
2. Prepares in advance, plans ahead to get tasks done, meets deadlines, and follows through until projects are complete.					
3. Seeks out opportunities and finds ways to contribute in a significant way to projects.					
4. Adapts well to emerging requests from managers, coworkers, and customers.					
5. Shows a willingness to change in response to new information.					
6. Creates and implements contingency plans if and when existing plans go awry.					
7. Admits to and corrects mistakes when they are made.					
8. Seeks out resources and/or asks for help when unsure about how to proceed on tasks.					

Comments:

Engage Others	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Listens attentively to supervisors, colleagues, customers, and peers.					
2. Asks thoughtful questions to better understand tasks and projects.					
3. Assesses situations well knowing when to lead and speak up, or when to follow and observe.					
4. Tailors the content and delivery of oral and written communication to the audience appropriately.					
5. Relates to colleagues and customers with empathy and curiosity.					
6. Builds constructive working relationships with individuals from a range of backgrounds.					
7. Demonstrates inclusiveness, sensitivity, and respect for individual differences.					

Comments:

Produce Results	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Gathers information from diverse sources to better understand a project and make decisions.					
2. Practices sound judgment based on an analysis of available data and information.					
3. Generates numerous solutions or ways of approaching tasks.					
4. Anticipates possible challenges, drawbacks, or pitfalls to a given idea.					
5. Reflects on performance and makes adjustments accordingly.					
6. Accepts and implements feedback on their performance.					
7. Analyzes how a given task or project impacts the larger mission or purpose of the organization.					

Comments:

If learning or performance goals were established, please describe the intern's progress towards their goals.

What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

What areas of growth could improve the intern's success in your field? If possible, please give 1-3 specific examples.

Supervisor Signature: _____

Date Signed: _____

Intern Signature: _____

Date Signed: _____