

## INTERN EVALUATION FORM

I. EMPLOYEE INFORMATION	
<b>Intern name:</b>	<b>Position title:</b>
<b>Supervisor name:</b>	<b>Work term:</b>  From: _____ To: _____

II. CORE VALUES AND OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS AND EXAMPLES
<p><b>Quality of Work</b> Work is completed accurately (few or no errors), efficiently and within deadlines, with minimal supervision.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Attendance &amp; Punctuality</b> Reports for work during expected periods, provides advance notice of absences.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Reliability/Dependability</b> Consistently performs at a high level; manages time and workload effectively to meet responsibilities.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Communication Skills</b> Written and oral communications are clear, organized and effective; listens and comprehends well.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Judgment &amp; Decision-Making</b> Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and creativity in problem-solving.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Initiative &amp; Flexibility</b> Demonstrates initiative, often seeking additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	
<p><b>Cooperation &amp; Teamwork</b> Respectful of colleagues, and makes valuable contributions to help team reach its goals.</p>	Exceeds expectations Meets expectations Needs improvement Unacceptable	





#### IV. TECHNICAL SKILLS

Please list any software/applications the intern was required to use or learn during the work term, and their level of proficiency at the beginning and end of the work term.

#### V. ADDITIONAL COMMENTS

We welcome any additional comments/feedback you have regarding the intern's performance, or any general comments you have regarding our internship program.

Signature:

Are you comfortable with us sharing your responses from this evaluation with your intern?

Date:

Yes      No