

Internship Evaluation Form

Intern's Name _____ Date _____

Firm's Name _____ Supervisor _____

This internship evaluation is to be completed by the student's site supervisor at the end of the internship. If the student worked in a number of positions under the direction of more than one supervisor, this form should be completed by the individual who had the most contact with the student. More than one evaluation may be completed if necessary.

A. Goals and Objectives

This part of the evaluation form pertains to the goals and objectives developed at the start of the internship. Please make your comments as complete as possible.

1. Were the goals and objectives prescribed for the internship realistic and obtainable? _____

2. Did the student strive to accomplish the goals and objectives while employed at this internship position? _____

3. In your opinion, did the student fail to meet, meet, or exceed the goals and objectives of this internship position? _____

B. On-the-Job Performance:

Evaluate the student's on-the-job performance using a scale of 1 to 5 as outlined below.

- 1 = Excellent
- 2 = Above Average
- 3 = Average
- 4 = Fair
- 5 = Poor
- N/A = any criteria which does not apply

1. Job Performance:

- a. Comprehend instructions _____
- b. Demonstrated ability to organize and schedule work _____
- c. Took responsibility for tasks assigned/self starter _____
- d. Required minimum supervision once task explained _____
- e. Completed tasks in a satisfactory and timely manner _____
- f. Demonstrated interest and initiative in assignments _____
- g. Accepted criticism and modified behavior when required _____

2. Communication Skills:

- a. Demonstrated good oral communication skills with:
 - clients _____
 - fellow workers _____
 - supervisors and management _____
- b. Demonstrated good written communication skills _____

3. Demonstrated the following desirable personal traits:

- a. Mature attitude _____
- b. Reliability _____
- c. Cooperation _____
- d. Appearance and personal habits _____

C. Additional Comments and Observations

Complete and straightforward comments in answer to the following questions will assist the student in selecting and preparing for a future career. Your careful consideration of these questions is appreciated.

1. Does this intern have the potential to advance in this profession? _____

2. Please indicate the strengths you observed in the intern: _____

3. Please indicate those skills you believe the intern will need to improve for successful entry and advancement in this profession: _____

4. Recommendations for future development or training: _____

5. Additional comments you think appropriate but not covered elsewhere on this evaluation: _____

6. If an opening became available in your firm, would you consider this student for a full-time position? _____

7. Did you find the internship program effective? _____

8. Are you willing to continue with this program in the future? _____

9. Would you be willing to serve as a key contact person for future interns seeking internships? _____

10. If you answered yes on question 9, please provide your current phone number and email address.

11. If you answered yes on question 9, may we post your name, phone number, and email address to our Internship Intranet Web Page (these pages are only viewed by Franklin Pierce College students, faculty, and staff)? Yes__ No__

Thank you for your cooperation.

Supervisors' signature

Date