

Sample Supervisor Evaluation of Intern

Please rate your intern on the characteristics below.

PROFESSIONALISM

This intern...

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
Is punctual and arrives ready to work	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Uses time efficiently	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Establishes appropriate priorities when dealing with multiple tasks	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Maintains a professional appearance	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Is polite and well-spoken	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Uses the internet for work-related purposes only	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Is able to work independently	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Is able to work collaboratively	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Seeks opportunities to learn; takes initiative to gain more experience	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Accepts feedback and works to improve	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Maintains confidentiality	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -

COMMUNICATION

This intern...

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
Consistently chooses the proper method of communicating information (e.g., email, phone, in-person conversation)	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Demonstrates an understanding of different perspectives and shapes communication accordingly	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Writes clearly and concisely	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Chooses the appropriate tone in written communications	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -

PROBLEM SOLVING

Please rate the intern's ability to...

	Very Poor	Poor	Good	Very Good	N/A
Identify and diagnose a problem	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Generate alternative solutions and strategies	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -

	Very Poor	Poor	Good	Very Good	N/A
Develop a plan of action	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Implement the plan	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -
Evaluate the plan and its outcomes	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> -

Please describe the intern's greatest strength.

Please describe the intern's greatest opportunity for improvement.

Did the intern demonstrate growth or improvement over the course of the internship? Please share a specific example.

In what ways was the intern especially well-prepared for this internship?

What skills or knowledge did the intern lack that he or she needed to be successful during the internship? What should the intern work on in order to successfully pursue a career in this field?

What suggestions do you have for improving the quality of internships for both future interns and your organization?

If you would like to provide a quote about this internship experience for use on our website or promotional materials, please submit your quote below.