**SUMMER INTERN PERFORMANCE EVALUATION TEMPLATE**

**Intern Name:**

**Supervisor Name/Contact information:**

**Host Organization Name:**

1. Please describe your student intern’s administrative skills: (e.g., ability to plan and organize work, follow through, manage time, dependability, attitude towards work, etc.):

[ ]  Exceptional

[ ]  Very good

[ ]  Proficient

[ ]  Needs Improvement

**Please provide a specific behavioral example that supports this rating:**

 Comments here.

1. Please assess your student intern’s research and writing skills:

[ ]  Very well prepared

[ ]  Well prepared

[ ]  Unprepared

[ ]  Not applicable

**Please provide a specific behavioral example that supports this rating:**

Comments here.

1. Please rate your student intern’s decision making abilities:

[ ]  Exceptionally mature

[ ]  Above average

[ ]  Usually makes a good decision

[ ]  Has exhibited poor judgment

**Please provide a specific behavioral example that supports this rating:**

 Comments here.

1. Please consider the student intern’s interpersonal skills: (e.g. email communication, conversations with staff members and stakeholder, etc.).

[ ]  Exceptional

[ ]  Works well with others

[ ]  Satisfactory

[ ]  Has some difficulty working with others

**Please provide a specific behavioral example that supports this rating:**

Comments here.

1. Please evaluate your student intern’s overall performance.

Comments here.

1. What is the most significant contribution the student has made at your organization?

Comments here.

1. What are the student’s strengths?

Comments here.

1. In what areas does the student need improvement? What would you suggest the student do to improve in these areas?

Comments here.

Would you recommend this student to others for employment? [ ]  Yes [ ]  No

Intern’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_