

INTERN PERFORMANCE EVALUATION

Intern Name: _____

Dates of Internship: _____

Intern Site Supervisor: _____ Phone: _____

Please circle the letter of the appropriate statement(s) under each factor:

I. Quantity of Work

- a. Helps with extra work
- b. Usually meets deadlines; up to date
- c. Must be pushed to produce
- d. Steady worker
- e. Wastes time
- f. Does not do fair share
- g. Looks for easier work
- h. Does unusually large amount of work
- i. Other _____

II. Quality of Work

- a. Does not always meet standards
- b. Tries to 'get by'
- c. Accurate and acceptable work usually
- d. Often careless work, many mistakes
- e. Knows all aspects of job
- f. Often assigned to important work
- g. Slow to learn aspects of job
- h. Making progress for time on job
- i. Does not follow company policy
- j. Other _____

III. Job Attitude

- a. Little interest in job, indifferent
- b. No effort to progress
- c. Enthusiastic
- d. Accepts suggestions, supervision
- e. Cooperative
- f. Increases knowledge and skill
- g. Needs close supervision
- h. Resents direction
- i. Cannot work with others
- j. Other _____

IV. Initiative

- a. Willing worker
- b. Assumes responsibility
- c. Can solve most problems
- d. Needs constant supervision
- e. Waits for direction
- f. Plans ahead
- g. Makes suggestions, tries new methods
- h. Other _____

V. Appearance

- a. Usually well groomed
- b. Makes an effort to be well dressed

- c. Satisfactory, clean
- d. Careless about personal appearance
- e. Untidy in appearance
- f. Other _____

VI. Personal

- a. Talks and visits too much
- b. Dependable
- c. Unreliable
- d. Uses common sense
- e. Works well with others
- f. Conscientious
- g. Other _____

VII. Attendance, punctuality

- a. Polite and courteous
- b. Usually on time
- c. Reports absences in advance
- d. No unexcused absences
- e. Often late
- f. Number of days off and reasons
- g. Unexplained time away from job
- h. Quits ahead of time
- i. Rarely if ever quits early
- j. Stays on job
- k. Other _____

**Based on your previous responses,
grade the intern on each of the factors:**

	A	B	C	D	F
Quantity of Work					
Quality of Work					
Job Attitude					
Initiative					
Appearance					
Personal					
Attendance, etc.					

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Summarize role intern played in your organization (describe job responsibilities, goals met, etc.).

Identify two major strengths and use examples to show how these strengths have been demonstrated.

Identify two areas for improvement and indicate how to improve in these areas in the next 4-5 months.

General remarks concerning intern's performance.

Please provide an overall grade for the student. Choices are: A, B, C, D, or F

Please return to: Marie Harrell, Internship Manager
Moraine Valley Community College
Job Resource Center – S202
9000 West College Parkway
Palos Hills, IL 60465