



Basic Information

\_\_\_\_\_  
Name of Intern

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Internship Organization

\_\_\_\_\_  
Supervisor email address

Evaluation Questions

Did the intern:

1. Successfully complete the duties you assigned?

always    most of the time    some of the time    rarely    never    N/A

2. Arrive punctually to work?

always    most of the time    some of the time    rarely    never    N/A

3. Behave in a professional manner appropriate to the office?

always    most of the time    some of the time    rarely    never    N/A

4. Take initiative (when appropriate)?

always    most of the time    some of the time    rarely    never    N/A

5. Ask questions when appropriate?

always    most of the time    some of the time    rarely    never    N/A

6. Communicate clearly?

always    most of the time    some of the time    rarely    never    N/A



Evaluation Questions Cont.

7. What were the strengths of this intern?

8. What were the weaknesses of this intern?



Evaluation Questions Cont.

8. What grade would you recommend for this intern's performance in your office?

A    A-    B+    B    B-    C+    C    C-    D    F

9. Other comments?

10. Are you willing to take interns in future semesters?    Y    N  
If no, please explain why not:

Signature

\_\_\_\_\_  
Internship Supervisor

\_\_\_\_\_  
Date