



Final Intern Performance Evaluation

Thank you for hosting a Menlo College student as an intern. An important part of the educational process for interns is receiving constructive feedback from supervisors about their performance. Please schedule a time to meet with your intern to review this evaluation in person. The completed form can be given directly to the student who will submit it to the instructor of their internship seminar.

Intern: _____

Organization: _____

Internship Dates: _____

Quality of Work: *Intern establishes and maintains high standards despite deadlines; edits and inspects work for mistakes with minimal need for revision; demonstrates accountability and commitment to projects.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Quantity of Work: *Intern manages expected workload and meets deadlines. He or she contributes to work products at an appropriate level, given intern's experience and education.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Academic Knowledge: *Intern has sufficient academic / theoretical knowledge related to his or her respective internship field (e.g., marketing, accounting, finance, psychology) to contribute to the organization.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Technical Skills: *Intern has the appropriate technical skills (e.g., social media marketing, Excel, PowerPoint, financial modeling, counseling, income tax preparation) to be successful in this internship.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Quantitative Skills: *Intern has the appropriate skills to track, compute, and/or analyze quantitative information.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Written Communication Skills: *Intern communicates clearly and professionally in writing. He or she is able to identify proper communication channels and write in a style appropriate for the target audience; he or she proofreads and edits written work before submitting final products.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Oral Communication Skills: *Intern communicates clearly and professionally in person and on the phone. He or she is able to establish good relationships / rapport with internal staff and external stakeholders.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Initiative: *Intern is a self-starter who initiates tasks and suggests improvement/changes; identifies problems and opportunities and seeks solutions; undertakes additional responsibilities and responds to situations as they arise without supervision.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Reliability: *Intern adheres to work schedule; is punctual; meets task and project deadlines.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

Achievement of Learning Objectives in Internship Agreement: *Intern takes initiative to ensure progress on achieving learning objectives; and seeks out appropriate learning activities to meet those objectives.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments: _____

STRENGTHS / COMPETENCIES: _____

AREAS FOR IMPROVEMENT: _____

ADDITIONAL COMMENTS: _____

Did the intern successfully complete the 400 hours required for the Menlo College Internship Program?

_____ Yes
_____ No

If a position became available at your organization, would the intern have the knowledge, skills, and attitudes necessary to be a viable entry-level candidate?

_____ Yes
_____ No

Comments: _____

Supervisor's Signature

Date

Supervisor's Name/Title

I have discussed this feedback with my supervisor. My signature does not mean I agree with the contents of this evaluation and I understand I may submit a written statement describing aspects of the evaluation with which I do not agree.

Intern's Signature

Date