



# Mid-Internship 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Menlo College Internship Program requires that students complete 350-400 hours on-site at their internships. At this point, has the student completed approximately 175-200 hours, making them on-track to complete 350-400 hours by the end of the internship?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

\_\_\_\_\_  
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