



Center for International & Experiential Education
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Intern Performance Evaluation Form

Please complete and return at the above detail.

INTERN NAME: _____

Please evaluate your intern's work in the following categories:

Ability to Learn	Excellent	Good	Fair	Poor	N/A
Learns basic skills and information	1	2	3	4	5
Applies knowledge to work situations	1	2	3	4	5
Utilizes analytical skills	1	2	3	4	5
Attitude	Excellent	Good	Fair	Poor	N/A
Maintains motivated attitude toward work and supervision	1	2	3	4	5
Accepts constructive criticism willingly	1	2	3	4	5
Acts in a cooperative manner	1	2	3	4	5
Quality of Work	Excellent	Good	Fair	Poor	N/A
Shows confidence in skills and program knowledge	1	2	3	4	5
Feels comfortable in finding creative solutions to problems	1	2	3	4	5
Works in a resourceful way	1	2	3	4	5
Reliability	Excellent	Good	Fair	Poor	N/A
Punctuality: arrives on-time and is ready to work	1	2	3	4	5
Uses time efficiently: utilizes workday appropriately	1	2	3	4	5
Takes personal responsibility for projects	1	2	3	4	5
Exercises good judgment	1	2	3	4	5
Interpersonal Skills	Excellent	Good	Fair	Poor	N/A
Develops useful working relationships with colleagues	1	2	3	4	5
Expresses opinions and asks questions openly	1	2	3	4	5
Takes the initiative when appropriate	1	2	3	4	5
Professionalism	Excellent	Good	Fair	Poor	N/A
Acts courteously around all employees	1	2	3	4	5
Uses leadership skills in a suitable way	1	2	3	4	5
Acts responsibly	1	2	3	4	5

INTERN SIGNATURE: _____ DATE: _____

HOST SIGNATURE: _____ DATE: _____

Please use back for additional comments.