

Internship Performance Evaluation

First Name: _____ Last Name: _____

Faculty Supervisor: _____ Site: _____

Site Supervisor: _____

Period of Internship from Start Date: _____ To: _____ Cumulative # of Hours Completed: _____

Site Supervisor Instructions:

- Fill out **midpoint evaluation** immediately after interns 200 hours for POR and 280 for TR. The evaluation should be used to identify strengths and weaknesses as a basis for assessing progress. Submit via recfield@gmu.edu while intern submits via Blackboard.
- Fill out **final evaluation** immediately after 400 hours for POR and 560 for TR, and it should reflect the intern’s overall performance and growth over the hours. Base your judgment on the entire period covered by these reports rather than focusing on isolated incidents. Submit to recfield@gmu.edu while Intern submits via Blackboard and in student portfolio.

Site Supervisor please check (✓) the appropriate box.

Midpoint or Final Evaluation

Section A: Intern’s General Professional Performance

		Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
Behavior	Professional appearance (e.g. neatness, appropriate dress)					
	Seeks responsibility					
	Demonstrates initiative					
	Dependability (e.g. punctual, completes work)					
	Accepts direction and constructive criticism					
	Ability to work independently					
	Motivation (e.g. enthusiasm, attitude towards duties)					
	Resourcefulness (e.g. use of resources, varied approaches/ideas)					
Offers opinions and suggestions						
Relations	Rapport with staff (e.g., co-workers, volunteers)					
	Interaction with public (i.e., clients, participants, patients)					
	Understands needs of clients					
	Ability to plan for client’s needs					
	Adaptability (e.g., adjusts plans/actions according to situation)					
Performance/knowledge	Planning and organizing work schedule (e.g., time management)					
	Judgment (e.g., common sense, problem solving skills)					
	Task accomplishment					
	Oral communication					
	Written communication					
	Evaluation, self-improvement					
	Leadership ability					
	Quantity of work					
	Quality of work					
	Understanding of agency’s goals and operations					
	Knowledge of field					
Overall Rating of Intern’s Performance for Your Agency:						

Section B: Written Evaluation of Intern’s Performance

For each of the criteria below, briefly comment on the intern’s abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite skills, current knowledge and skill of profession)

2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)

3. Public Relations (e.g., with supervisors, co-workers and public: courtesy, insight, respect, tact)

4. Additional Comments

Signature*

Intern: _____ Date: _____

Site Supervisor: _____ Date: _____

**Signing this form indicates the supervisor and intern have reviewed and discussed the evaluation. It does not necessarily indicate the intern’s agreement with the content. Supervisors may append additional comments about the intern’s performance.*