

# 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](mailto: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](mailto:recfield@gmu.edu) while Intern submits via Blackboard and in student portfolio.

Site Supervisor please check (v) the appropriate box.

Midpoint or  Final Evaluation

Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
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**Section A: Intern’s General Professional Performance**

	Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
<b>Behavior</b>	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)				
<b>Relations</b>	Offers opinions and suggestions				
	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				
<b>Performance/knowledge</b>	Adaptability (e.g., adjusts plans/actions according to situation)				
	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					
<b>Overall Rating of Intern’s Performance for Your Agency:</b>					

## 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.*