

EVALUATING THE INTERNSHIP

In addition to spontaneous and informal meetings, you should use the form to evaluate your interns' performance at the midpoint of the internship, so the students know where they stand. You should consider the quality and timeliness of the work produced to date, ability to take and follow direction, work habits and areas needing growth and development. This information will also provide data for the final evaluation and serve as a reference point for the students' subsequent performance.

KEY POINTS

- Maintain an open channel of communication with formal and informal meetings.
- Keep the interns busy and directed towards their learning objectives; students rarely complain of overwork, but they do complain if they are not challenged.
- Provide opportunities for increasing responsibility.
- Encourage professionalism by assisting the interns in developing human relations skills, decision-making abilities, and managing office politics.
- Remember that you are a role model.
- Develop connections.

This template is provided courtesy of the Greater Des Moines Partnership.

For additional resources visit [DSMpartnership/internships101](https://www.dsmpartnership.com/internships101).

Template sources include: Ames Economic Development Corporation's Employer Intern Guide, Internships.com, Technology Council of Central Pennsylvania and LookSharp.com.



EMPLOYER EVALUATION OF STUDENT INTERN

Student: _____ Organization: _____

- 1 - Unsatisfactory (Never demonstrates this ability/does not meet expectations)
- 2 - Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
- 3 - Fair (Sometimes demonstrates this ability/meets expectations)
- 4 - Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
- 5 - Exceptional (Always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

- 1. Asks pertinent and purposeful questions 1 2 3 4 5
- 2. Seeks out and utilizes appropriate resources 1 2 3 4 5
- 3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4 5

B. Reading/Writing/Computation Skills

- 1. Reads/comprehends/follows written materials 1 2 3 4 5
- 2. Communicates ideas and concepts clearly in writing 1 2 3 4 5
- 3. Works with mathematical procedures appropriate to the job 1 2 3 4 5

C. Listening & Oral Communication Skills

- 1. Listens to others in an active and attentive manner 1 2 3 4 5
- 2. Effectively participates in meetings or group settings 1 2 3 4 5
- 3. Demonstrates effective verbal communication skills 1 2 3 4 5

D. Creative Thinking & Problem Solving Skills

- 1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5
- 2. Brainstorms/develops options and ideas 1 2 3 4 5
- 3. Demonstrates an analytical capacity 1 2 3 4 5

E. Professional & Career Development Skills

- 1. Exhibits self-motivated approach to work 1 2 3 4 5
- 2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5
- 3. Exhibits professional behavior and attitude 1 2 3 4 5

F. Interpersonal & Teamwork Skills

- 1. Manages and resolves conflict in an effective manner 1 2 3 4 5
- 2. Supports and contributes to a team atmosphere 1 2 3 4 5
- 3. Demonstrates assertive but appropriate behavior 1 2 3 4 5

G. Organizational Effectiveness Skills

- 1. Seeks to understand and support the organization's mission/goals 1 2 3 4 5
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5

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H. Basic Work Habits

- 1. Reports to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance are appropriate for this organization 1 2 3 4 5

I. Character Attributes

- 1. Brings a sense of values and integrity to the job 1 2 3 4 5
- 2. Behaves in an ethical manner 1 2 3 4 5
- 3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

- 1. 1 2 3 4 5
- 2. 1 2 3 4 5
- 3. 1 2 3 4 5

K. Comments:

L. Overall Performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding
 0 1 2 3 4 5 6 7 8 9 10

This assessment was reviewed with the intern on (Month/Day/Year) _____.

Evaluator's Signature: _____

Date: _____

Title/Position: _____

Telephone: _____

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STUDENT EVALUATION OF INTERNSHIP

Please respond to the following questions regarding your internship experience.

Organization: _____

Semester/Year: _____

Location: _____

Supervisor: _____

1. Please rate the following aspects of your internship placement on the basis of this scale:

(0) No Observation, (1) Poor, (2) Fair, (3) Good, (4) Excellent

___ Work experience relates to my area of study

___ Adequacy of employer supervision

___ Helpfulness of supervisor

___ Acceptance by fellow workers

___ Opportunity to use my training

___ Opportunity to develop my human relations skills

___ Provided levels of responsibility consistent with my ability and growth

___ Opportunity to develop my communication skills

___ Opportunity to develop my creativity

___ Cooperativeness of fellow workers

___ Opportunity to problem solve

___ Opportunity to develop critical thinking skills

___ Provided orientation to the organization

___ Attempt to offer feedback on my progress and abilities

___ Effort to make it a learning experience for me

Feel free to explain any of your responses to the above criteria here (use other side if necessary):

3. What was the most valuable component of your internship experience?

4. What was the least valuable component of your internship experience?

5. Would you work for this organization again? ___ Yes ___ No ___ Uncertain

6. Would you recommend this organization to other students? ___ Yes ___ No ___ Uncertain

Why or why not?

Your Name: _____ Date: _____

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