

# Final Performance Evaluation of Intern

## College of Humanities and Social Sciences

### Carroll University

(PLEASE COMPLETE AND RETURN AT CONCLUSION OF INTERNSHIP)

Intern's Name:  Date of Review:

Name of Organization:

Reviewer's Name:  Title:

**Directions**

*Please evaluate this intern's effectiveness with your organization in the areas identified below. The rating and your comments are valuable to both the student and the Faculty Internship Advisor. Please consider both the performance and growth the of the individual. Space is provided for comments on individual items if appropriate. If you have questions, please contact the Faculty Internship Advisor.*

**Job Performance**

\*Ability to work with decreasing amounts of supervision.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Ability to work at increasingly complex tasks.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Ability to take initiative and work independently.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Executes assigned tasks in a timely fashion.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Fulfills expectations of supervisor.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Understands the organization's functions.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Understands the organization's norms/cultures.

- Superior    Very Good    Good    Above Average    Average    Poor

**Comments on  
Job  
Performance**

**Knowledge and Skills**

\*Effective in written communications.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Effective in oral communications.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Demonstrates problem solving abilities.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Growth/development of leadership skills.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Works well with others in a team environment.

- Superior    Very Good    Good    Above Average    Average    Poor

\*Demonstrates a commitment to the public interest .

- Superior    Very Good    Good    Above Average    Average    Poor

\*Demonstrates a knowledge of the environment within which the organization operates.

- Superior    Very Good    Good    Above Average    Average    Poor

**Comments on Knowledge and Skills**

**Personal Characteristics**

**\*Demonstrates active desire to learn.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Uses appropriate behavior when working with others.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Accepts and makes positive use of criticism.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Willing to accept new challenges.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Demonstrates curiosity and creativity.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Conforms to high ethical standards.**

- Superior    Very Good    Good    Above Average    Average    Poor

**\*Is sensitive and respectful of others.**

- Superior    Very Good    Good    Above Average    Average    Poor

**Comments on Personal Characteristics**

**What was the most important accomplishment achieved by this intern?**

**What are this intern's outstanding strengths?**

**What should this intern strive most to improve?**

**Thank you for your cooperation and support of our program!**

**Please print and mail (or email) the completed evaluation form to the Faculty Internship Advisor at:**

**Carroll University  
100 N. East Avenue  
Waukesha, WI 53186**