

EVALUATING YOUR INTERN

Effective supervision throughout the entire internship process makes for a more satisfactory experience for the student and company. At the end of the semester a final evaluation is provided to the company which is the most significant aspect to the intern's grade (if for Academic Credit) and/or experience. Providing an intern with feedback about his or her performance and skill set provides a great learning opportunity for the student.

Evaluation is not always necessary if the student chooses not to receive academic credit, however, establishing the framework for communication throughout the process is important for a successful internship.

Performance Evaluation

For most employers, this is an informal process and is rooted in good communication. Feedback begins on the first day and continues throughout the entire internship. Evaluations are a positive way to conclude the internship for the student. The supervisor, mentor, or project team should review what is working and what changes or improvements need to be made. The following areas should be considered.

- The intern's performance based on the job description
- If additional training is required for the intern
- Expectations were met
- Positive feedback on what is working and what needs correction

For Intern

- What were the intern's best skills?
- What areas need improvement?
- Did the intern adapt to employer culture?

Intern Evaluation of Employer

The exit interview or final evaluation provides important feedback to the employer and intern. Feedback can help determine ways to improve internship procedures.

Interns may be asked:

- What new skills did you learn?
- Did you receive consistent feedback throughout the internship?
- Was the mentor or project team of help during your internship?
- Do you view the company as a potential employer upon graduation?
- Would you recommend this experience to your friends or peers?
- What would you add or change to improve the experience?

Employer Evaluation of Internship

Following the conclusion of an internship, the team involved with the internship program should meet to review "exit surveys" and evaluate the internship. Did the internship benefit the company or organization? What changes will improve the internship experience? Were sufficient resources available for the intern (work space, equipment, compensation and supervision)?

SAMPLE: EVALUATION FORM

Name of Student: _____

Student's Job Title: _____

Supervisor's Name: _____

Company Name: _____

Semester of Service: _____

Telephone Number: _____ Email: _____

Please check the spaces below that best describe the student's performance. Your evaluation will remain confidential and will greatly assist us in the future placement efforts and in mentoring our students.

Relations with Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Some difficulty working with others
- Has serious issues with interpersonal skills

Judgement

- Exceptionally Mature
- Above average decision making
- Usually makes the right decision
- Often uses poor judgement
- Consistently uses bad judgement

Ability to learn

- Learns very quickly
- Learns readily
- Average learning rate
- Must be instructed repeatedly

Quantity of Work

- Exceptionally productive
- Well above average
- Average for an intern
- Unsatisfactory

Attitude Toward Work/Initiative

- Outstanding Enthusiasm
- Very interested and industrious
- Average diligence and interest
- Somewhat in difference
- Definitely not interested

Dependability

- Completely dependable
- Above average dependability
- Usually dependable
- Neglectful or careless at times
- Unreliable

Quality of Work

- Excellent
- Very good
- Average
- Below Average

Basic Skills

- Excellent command of fundamentals
- Well above average
- Average for an intern
- Unsatisfactory

Please rate the following:

1=Poor

2=Fair

3=Adequate

4=Good

5=Excellent

___ Attendance

___ Punctuality

___ Overall Performance

Please give us any additional comments about the performance of the student:

How can we improve the education and training of our students for jobs in your industry?

How can we improve the Cooperative Education/Internship program?

We encourage you to review and discuss this report with the student.

This report has been reviewed with the student. ___ Yes ___ No

Student's Signature

Date

Supervisor's Signature

Date