

# Final Evaluation



## General Information

Intern First Name:

Intern Preferred Name:

Intern Legal Last Name:

Supervisor Name:

Supervisor's Email:

Office Name:

---

Overall evaluation of the student's performance:

Excellent

Above Average

Satisfactory

Less Than Satisfactory

Unsatisfactory

## Evaluation

Has this evaluation been discussed with the student?

Yes

No

**Student Signature:** *(sign on the line below using pen)*

**Date:**

---

**Supervisor Signature:** *(sign on the line below using pen)*

**Date:**

---

*Intentionally left blank. Continue to next page.*

Please complete this form, rating the intern's accomplishment of specific competencies and skills that are needed in workplaces dedicated to excellence. This final evaluation of your student intern is designed to provide a process for identifying and assessing the student's learning and growth during the time with your organization. It should reflect specific aspects of the internship. Compare the student intern with other students of similar academic level or with other personnel assigned to similarly classified jobs. Please discuss the evaluation with the student to make them aware of their ability, strengths, weaknesses, and level of maturity as a beginning professional.

	<b>Unsatisfactory</b>	<b>Less than Satisfactory</b>	<b>Satisfactory</b>	<b>Above Average</b>	<b>Excellent</b>
<b>Dependability</b> - Dependable in completing assignments, uses judgment appropriate to this level of experience, etc.					
<b>Critical Thinking</b> - Evaluates, analyzes, and integrates information from a variety of sources. Develops critical, reasoned positions.					
<b>Collaboration</b> - Able to relate appropriately to professional staff, support staff, and other personnel. Participates effectively in teams. Works toward shared goals.					
<b>Professionalism</b> - Actions and attitude in the work environment are professional. Personal appearance is appropriate for setting.					
<b>Communication (Oral)</b> - Demonstrates effective oral communication skills. Communicates effectively with stakeholders and co-workers (professional/support).					
<b>Communication (Written)</b> - Demonstrates effective writing and non-verbal communication skills. Considers range of audiences.					
<b>Response to Criticism</b> - Accepts guidance and constructive criticism.					
<b>Time Management</b> - Able to manage time and assignments during scheduled and unscheduled office time.					

**Comment on any of the scores from the table. Please comment on uniquely low or high scores within the table. Be sure to reference the specific area in your comment(s).**

**In your opinion, what are the student's greatest areas of strength and areas that need improvement?**

**Would you re-employ this student or employ another student with a similar background, skills, and personality?**

**What recommendations do you have that should be included in the prerequisites or selection criteria for this internship?**

**Please add any additional comments regarding your intern or the Public Policy Internship Program.**

*Please type responses, print and sign this document. Upload into eCampus.*