



INTERN PERFORMANCE EVALUATON

Reason for Evaluation
End of internship
Other (Please specify)

Intern Details

Name (First, Last)
Email address:
Organization/Office
Internship Dates
Start:
End:

Supervisor Details

Name (First, Last)

Part A Work Plan

Accomplishments (Describe the major outputs accomplished against performance expectations)

Strengths/Areas for Development (Describe aspects of performance that were a particular strength/asset and/or areas where performance could be improved and/or developed)

Part B Core Competencies

Communication (On a scale of 1 to 5 assess the interns performance against the competency)
Verbal Communication: The intern's ability to communicate orally.
Written Communication: The intern's ability to communicate clearly in writing.
Teamwork (On a scale of 1 to 5 assess the interns performance against the competency)
Degree to which intern worked in the Team environment.

Client Orientation (On a scale of 1 to 5 assess the interns performance against the competency)					
<i>The extent to which the intern is service orientated - provides support, advice or guidance to clients; builds partnerships & Views other colleagues as clients all having an input in the overall goal of the organization/department/unit.</i>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
	Receives complaints.				Actively seeks out and suggests solutions. No complaints received. Receives compliments.

Intern Self-Assessment

Accomplishments and/or Strengths/Areas for Development (Describe major accomplishments and/or areas of performance that were a particular strength/asset and/or areas where performance could be improved and/or developed)

Intern Signature		Date:	
Supervisor Signature		Date:	