Intern Performance Evaluation

Thank you for supporting the student internship experience. Please use this form to evaluate your UMSL student intern and to share important feedback with the student during a review of his or her performance.

1). Please ask a supervisor who has had considerable (preferably day-to-day) contact with the student to complete this evaluation. The more direct the contact, the more valuable the performance evaluation.

2). Please insure that the supervisor completing the form discusses the evaluation with the student. The internship is a learning experience, and the student needs to know his or her strengths and weaknesses as an intern. An accurate evaluation helps the student to grow personally and professionally.

Student-intern’s name:____________________________________________________

Company/Organization:___________________________________________________

Supervisor:____________________________________________________________

<table>
<thead>
<tr>
<th>Performance/Evaluation</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td>Attendance (punctuality)</td>
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<td>Productivity (volume of work; promptness)</td>
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<td>Quality of work (accuracy, intelligence, neatness)</td>
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<td>Initiative (self-starter, resourceful)</td>
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<td>Dependability (thorough, organized)</td>
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<td>Attitude (enthusiasm, curiosity, ambition)</td>
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<td>Interpersonal relations (cooperative, courteous, friendly)</td>
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<td>Ability to learn (comprehension, on-task adjustments)</td>
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<td>Use of academic background (applied education to internship project)</td>
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<td>Communication skills (oral and written)</td>
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<td>Judgment (maturity, decision-making)</td>
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<td>Overall performance</td>
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</table>

Your comments on page 2 of this form will be particularly helpful to the student intern.
Areas where student excels:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Areas where student made most progress ‘on the job’:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Aspects of student’s work most needing improvement or attention (before undertaking similar work or projects in the future):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Was student’s academic background sufficient or appropriate for this internship/project?
_____________________________________________________________________________________

Has this report been discussed with the student? □ Yes □ No

Student comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Signatures:  ____________________________________________  
             (supervisor)

             ____________________________________________  
             (student)

Thank you again for supervising this student during this internship and for reviewing the student’s performance. Your feedback provides valuable support for the student’s professional development.

Please send or FAX this evaluation form to:

Geri Friedline  (314) 516-7874 (direct line)
Associate Teaching Professor  (314) 516-5243 (College Office)
Pierre Laclede Honors College  (314) 516-6873 (FAX)
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