

**PIERRE LACLEDE HONORS COLLEGE**  
at the University of Missouri-St. Louis



**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:** \_\_\_\_\_

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

*Your comments on page 2 of this form will be particularly helpful to the student intern.*

**Areas where student excels:**

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**Areas where student made most progress 'on the job':**

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

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**Was student's academic background sufficient or appropriate for this internship/project?**

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

**Student comments:**

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*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:*

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**Pierre Laclède Honors College**  
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