

# Hood College Final Internship Evaluation

**Student's Name:** \_\_\_\_\_

**On Site Supervisor:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

To date, how many hours has the student worked at your site? \_\_\_\_\_

**1=** Unable (Never demonstrates this ability/does not meet expectations)

**2=** Unsatisfactory (Seldom demonstrates this ability/rarely meets expectations)

**3=** Fair (Sometimes demonstrates this ability/meets expectations)

**4=** Commendable (Usually demonstrates this ability/sometimes exceeds expectations)

**5=** Exceptional (Always demonstrates this ability/consistently exceeds expectations)

**N/A=** Not Applicable

	Focus Area	1	2	3	4	5	N/A
<b>Ability to Learn</b>	Asks pertinent and purposeful questions						
	Seeks out and utilizes appropriate resources						
	Accepts responsibility for mistakes and learns from them						
<b>Communication Skills</b>	Listens to others in an active and attentive manner						
	Participates effectively in meetings or group settings						
	Demonstrates effective verbal communication skills						
	Demonstrates appropriate nonverbal communication						
<b>Creative Thinking &amp; Problem Solving Skills</b>	Breaks down complex tasks/problems into manageable pieces						
	Brainstorms/develops options and ideas						
	Demonstrates an analytical capacity						
<b>Professional &amp; Career Development Skills</b>	Exhibits self-motivated approach to work						
	Demonstrates ability to set appropriate priorities/goals						
	Exhibits professional behavior and attitude						
<b>Interpersonal &amp; Teamwork Skills</b>	Manages and resolves conflict in an effective manner						
	Supports and contributes to a team atmosphere						
	Able to lead individuals in a work environment						
	Demonstrates willingness to be led in a work environment						

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	Focus Area	1	2	3	4	5	N/A
<b>Organizational Effectiveness Skills</b>	Seeks to understand and support organization's mission and goals						
	Fits in with the norms and expectations of the organization						
	Works within appropriate authority and decision-making channels						
<b>Basic Work Habits</b>	Reports to work as scheduled and on time						
	Appropriately communicates absence/tardiness						
	Exhibits a positive and constructive attitude						
	Dress and appearance are appropriate for this organization						
	Able to take initiative and learn independently						
	Able to be flexible/adaptable to change						
<b>Technical Competency</b>	Able to use office equipment and software appropriately						
	Able to use social networking (Facebook, Twitter, Instagram, etc.) for the position appropriately						
	Able to use graphics programs effectively						
<b>Social Responsibility</b>	Respects the diversity of coworkers						
	Able to learn from another person's experience and perspective						
	Willing to intercede on behalf of, or serve, others						
<b>Character Attributes</b>	Brings a sense of value and integrity to the job						
	Behaves in an ethical manner						
	Able to ask questions about expectations and/or desired outcomes.						
<b>Writing Skills</b>	Writes clearly						
	Communicates effectively and appropriately for target audience						
	Able to send emails in a professional manner						

In what ways has the student contributed to your organization?

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Name some areas/topics that can be emphasized more in the classroom that would enhance internship performance for the future?

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*Please attach any additional comments that might be useful in evaluating the student's performance.*

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Signature of On Site Supervisor

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Date

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Signature of Hood College Intern

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Date