

Intern Self-Evaluation

Term of internship: _____

Date of evaluation: _____

Name of intern: _____

Intern email: _____

Internship site: _____

Supervisor: _____

Supervisor email: _____

Supervisor phone: _____

Evaluation Instructions

Please complete the first page of this form and then schedule a meeting with your internship supervisor to compare your self-evaluation to your supervisor's evaluation of your performance. During your meeting with your supervisor, complete the second page of this evaluation (if applicable).

Rating Scale

4 = Excellent	3 = Satisfactory	2 = Fair	1 = Unsatisfactory
Met and exceeded expectations	Met expectations	Somewhat met expectations, but needs improvement	Did not meet expectations

Please rate your performance, thus far in your internship, in the following areas:

	4	3	2	1
Verbal communication				
Written communication				
Initiative				
Interaction with staff				
Attitude				
Dependability				
Ability to learn & apply new skills or ideas				
Planning & organization				
Productivity & time-management				
Professionalism				
Job-appropriate appearance				
Adaptability to organization's culture/policies				
OVERALL PERFORMANCE				

Reflection on your performance

What tasks have you excelled at in your internship so far?

What tasks have been difficult for you in your internship thus far? What do you need to be better equipped to accomplish those tasks?

Page 2 Instructions

Please complete the first page of this form and then schedule a meeting with your supervisor to compare your self-evaluation to their evaluation of your performance. During your meeting with your supervisor, complete the second page of this evaluation. Submit the completed evaluation to the NAU Internship Coordinator.

1. Compare evaluations

What, if any, are the differences between how you evaluated your self-evaluation and how your supervisor evaluated your performance? How might those differences be explained?

2. Clarify expectations

What are the expectations of your performance in each of the areas that A) you did not meet your supervisor's expectations, or B) you saw differences in evaluation of performance?

For example: You have been waiting for your supervisor to assign a task and give you a deadline so you can start that task. Based on this, you rated your Initiative above as Satisfactory, but your supervisor rated your Initiative as Fair, you may need to clarify that your supervisor expects you to take initiative to create your own deadlines for assigned tasks (then confirm those deadlines with your supervisor) and also to anticipate/start future (yet to be assigned) tasks.

3. Create an action plan

What specific actions can you take to meet your supervisor's clarified expectations in the areas listed above?