

Supervisor Evaluation of Intern

Term of internship: _____
 Name of intern: _____
 Internship site: _____
 Supervisor email: _____

Date of evaluation: _____
 Intern email: _____
 Supervisor: _____
 Supervisor phone: _____

Evaluation Instructions

Please complete the first page of this form and then schedule a meeting with your intern to compare your evaluation to their performance to the intern's self-evaluation. During your meeting with your intern, complete the second page of this evaluation (if applicable). Submit the completed evaluation to the NAU Internship Coordinator.

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 the intern's performance 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				

Supervisor Comments

(i.e. strengths, areas for improvement, explanation of rating above, etc.)

Page 2 Instructions

Please complete the first page of this form and then schedule a meeting with your intern to compare your evaluation of their performance to the intern's self-evaluation. During your meeting with your intern, complete the second page of this evaluation.

1. Compare evaluations

What, if any, are the differences between how you evaluated the intern's performance and their self-evaluation? How might those differences be explained?

2. Clarify expectations

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

For example: If you thought the intern's Initiative was rated Fair, but the intern rated their Initiative as Satisfactory, perhaps the intern thinks that waiting for you to give them a deadline and assign a task and then completing that task is Satisfactory. You may need to clarify that you expect the intern to take initiative to create their own deadlines for assigned tasks (then confirm those deadlines with you) and also to anticipate/start future (yet to be assigned) tasks.

3. Create an action plan

What specific actions can the intern take to meet your expectations in the areas listed above?