

Performance Evaluation



**NORTHERN ARIZONA
UNIVERSITY**
The W. A. Franke College of Business

A performance evaluation is intended to be a fair and balanced assessment of the intern's performance.

The intern's self evaluation creates an opportunity for the intern to reflect on the new skills you are learning, how you are using already acquired skills, and to identify areas where you may need improvement.

The supervisor's performance evaluation of the intern is an opportunity for the supervisor to provide feedback on the intern's job effectiveness and offer career guidance.

Directions

1. Complete the self-evaluation.
2. Give the supervisor's evaluation to your supervisor to complete.
3. Meet with your supervisor to compare and share observations.
4. Write a **one to two page** summary about the observations made by both parties, the final consensus of the evaluation, and what you learned.
5. Include a separate section on your learning goals which you created in the Industry Presentation assignment. Write an **additional two to three pages** that include:
 - a. Statement of learning goals and your plan to achieve them (from the Industry Presentation)
 - b. Reflection on the process
 - c. Success and areas for future improvement.
6. Turn in both the self-evaluation, the supervisor's evaluation, the written assignment, and the learning goals.