Please rate intern in each area using the following guidelines: 0 – Not Applicable; 1 – Not Acceptable; 2 – Needs Improvement; 3 – Meets Requirements; 4 – Often Exceeds Expectations; 5 – Consistently Exceeds Expectations

Quantity of Work – Definition: Meets productivity standards; completes work in a quick and timely manner; strives to increase productivity.

Comments:

Quality of Work – Definition: Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; shows good attention to detail.

Comments:

Work Ethic – Definition: Demonstrates a good work ethic; offers assistance and support to co-workers; willing to go the extra mile; makes maximum use of time.

Comments:

Job Knowledge and Competency – Definition: Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments in field; requires minimal supervision.

Comments:

Teachability – Definition: Shows an openness and eagerness to learn from others; accepts criticism and feedback; applies feedback to improve performance; open to new ways of doing things.

Comments:

Communication – Definition: Exhibits good listening and comprehension; expresses ideas and thoughts effectively; keeps other adequately informed; resolves conflict effectively and timely.

Comments:
Attitude/Self Control – Definition: Is positive about the company, co-workers, and management; displays positive outlook and pleasant manner; takes a solution-focused approach to problems; maintains self-control under stressful situations. Comments:

Organization – Definition: Sets goals and objectives; prioritizes and plans work activities; able to minimize distractions; works in an organized manner; able to multi-task and balance competing demands. Comments:

Adaptability – Definition: Adapts easily to changes in the work environment; changes approach or method to best fit the situation. Comments:

Initiative – Definition: Seeks increased responsibilities; undertakes self-development activities; takes independent action and calculated risks; effectively deals with issues before they become problems; asks for help when needed. Comments:

Reliability – Definition: Meets attendance and punctuality expectations; completes assigned tasks completely and timely; keeps commitments to co-workers and supervisors; takes responsibility for own actions. Comments:

ACTION ITEMS:

INTERN COMMENTS ABOUT REVIEW:

REVIEWER COMMENTS ABOUT REVIEW:

INTERN ACKNOWLEDGEMENT: I have reviewed all pages of this document and have discussed the contents with my supervisor. My signature means that I have been advised of and fully understand my performance status.

__________________________________________________________________________
Intern Signature and Date

__________________________________________________________________________
Supervisor Signature and Date