



Intern Performance Evaluation Form

At the end of every internship experience, internship supervisors are asked to evaluate their student intern's performance. This form is mandatory for students wishing to obtain academic credit for their internship.

Student Intern Information

Student Intern: _____ Internship Title: _____

Intern Supervisor: _____ Company Name: _____

Dates of Employment: _____ Number of Hours Completed: _____

Exit Interview Requirement

After completing the following form, please meet with the student intern to review your responses in the form of an exit interview. This will be a chance for the student to review their internship performance as well as learn of areas of improvement that they can better develop to utilize in future career endeavors.

Evaluation Form Instructions

Please respond to the following statements relating to the student intern's performance while working for your organization. Rate the student's performance level from 5-1 based on the following criteria:

- 5 Outstanding – The student intern's performance went greatly above the requirements of the position. The student was consistent in their job duties, achieved all goals, and always contributed to the overall success of the organization.
- 4 Good - The student intern performed beyond the normal requirements of the position. They completed all assigned tasks and accomplished numerous goals relating to their responsibilities.
- 3 Satisfactory – The student intern completed the requirements of the position and displayed an adequate performance.
- 2 Fair – The student intern did not meet expectations and has numerous areas of improvement they need to work on.
- 1 Unsatisfactory – The student intern did not perform the duties required at all and failed to contribute to their position.

Please use the comment section to further explain your responses if necessary.

Job Requirement/Skill

Performance Level

Comments

Quantity of Work –How did the student perform under normal working conditions?

Quality of Work – Was the student work neat, accurate, and thorough

Job Knowledge – Understanding of pertinent facts or factors

Personal Qualities – Personality, leadership, integrity, ability to get along with co-workers.

Cooperation – Ability and willingness to work with associates and supervisors

Dependability – Conscientiousness, thoroughness, and accuracy with respect to attendance, breaks, etc.

Initiative – seeks increasing responsibilities, self-starting, etc.

What were the student intern’s strongest qualities?

Are there any areas of improvement that the student intern can build upon in the future?

Are there any suggestions for the student intern relating to their career in this field that they can use to develop skills to meet their future goals?

Any additional comments you may have:

Intern Supervisor's Signature: _____ Date: _____

Student Intern's Signature: _____ Date: _____

Please return this form to:
Brianne Poilek-Placement Coordinator
West Liberty University – West College of Business
208 University Drive
CUB 123
West Liberty, WV 26074