

Wilkes University

INTERNSHIP FINAL EVALUATION

Student Name: _____ Position Title: _____

To the Student's Supervisor:

Please evaluate the student's performance in comparison to other professional interns and/or entry level professionals having similar scholastic backgrounds and practical experiences. This evaluation significantly determines the student's grade (30%) and will offer the student the necessary feedback for professional growth.

PERFORMANCE SCALE: 1– Strongly Disagree; 2– Disagree; 3– Undecided; 4– Agree; 5– Strongly Agree; N/A– Not Applicable

THE STUDENT HAS DEMONSTRATED...

COMMUNICATION SKILLS -

	1	2	3	4	5	N/A
Effective verbal communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective written communication skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to interact with others (clients/peers/supervisor).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An intellectual curiosity (asks relevant questions).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEAMWORK/TECHNOLOGY -

	1	2	3	4	5	N/A
Interacts effectively with staff.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to contribute as a team member.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear understanding of technology used in their position.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to use technology to solve/analyze problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAREER & SELF DEVELOPMENT -

	1	2	3	4	5	N/A
Time management skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to identify tasks and prioritize.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An ability to complete work independently.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONALISM/EQUITY & INCLUSION -

	1	2	3	4	5	N/A
Reliability.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A professional image and appearance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To be consistently on time, courteous, and responsive.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity awareness.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A respect for the organization's culture.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEADERSHIP -

	1	2	3	4	5	N/A
Initiative and motivation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive (inner motivation, need for achievement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence & decisiveness.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to accept advice & improve upon weaknesses.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments: (Please use reverse side if necessary)

Please assign a numerical rating of the student's performance from 50-100% _____; and rate the student's overall performance during this period on a scale of "A" through "F."

- | | |
|-------------------------------------|----------------------------------|
| ____ outstanding quality, "A" | ____ acceptable quality, "C" |
| ____ above high quality, "B+" | ____ above minimum quality, "D+" |
| ____ high quality, "B" | ____ minimum quality, "D" |
| ____ above acceptable quality, "C+" | ____ below minimum quality, "F" |

Supervisor's Signature: _____ Date: _____