

Internship Final Evaluation

Please PRINT legibly, continued on back.
To be filled out by site supervisor.

HAMLIN UNIVERSITY Career Development Center

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Intern Data This evaluation is for Fall Winter Spring Summer Year _____

Full Name _____ I.D. _____
(PRINT LAST, FIRST, MIDDLE)

Faculty Data

Faculty Supervisor _____ Box # _____ Dept _____

Intern Performance

Site Supervisor: Please evaluate the intern's performance in section I. Hamline Plan and Professional Skills by circling the number that matches the intern's skill level. Please use the numbered guide below:

1 <i>very limited skill unsatisfactory</i>	2 <i>limited skill improvement needed</i>	3 <i>adequate skill level meets expectations</i>	4 <i>high skill level exceeds expectations</i>	5 <i>very high skill level exceptional</i>
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I. HAMLIN PLAN AND PROFESSIONAL SKILLS

A. Communication

Demonstrates oral communication skills at the level required for the position.	1	2	3	4	5	NA
Writes clearly and effectively for the task assigned.	1	2	3	4	5	NA
Demonstrates sensitivity to diverse communication styles (i.e. based on culture, gender).	1	2	3	4	5	NA
Consistently exerts an effort to listen to others and seek understanding.	1	2	3	4	5	NA
Demonstrates a willingness to speak up, even if unpopular information must be delivered.	1	2	3	4	5	NA

B. Computer

Has the computer skills required to perform this position effectively.	1	2	3	4	5	NA
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C. Effectiveness with Cultural Differences

Demonstrates an appreciation and openness for new people, new ideas, and new situations.	1	2	3	4	5	NA
Cultivates opportunity to work with people having different backgrounds and ideas.	1	2	3	4	5	NA
Works effectively with people who have different gender, cultural and ethnic backgrounds, ages, and abilities.	1	2	3	4	5	NA

D. Problem Solving/Decision Making

Demonstrates competence in his/her academic discipline(s) and can apply academic learning in the workplace.	1	2	3	4	5	NA
Tries to understand problems and consider alternative solutions before implementing plans to solve them.	1	2	3	4	5	NA
Makes and implements sound decisions.	1	2	3	4	5	NA
Uses the organization's resources efficiently and effectively in achieving goals.	1	2	3	4	5	NA

E. Teamwork

Contributes information and resources to the group in an effective and timely fashion.	1	2	3	4	5	NA
Demonstrates negotiation and conflict resolution skills.	1	2	3	4	5	NA
Actively demonstrates respect for others' contributions, such as: helping others, integrating them into the group and showing appreciation.	1	2	3	4	5	NA

F. Please include comments on Professional Skills below.

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Received Date:

Faculty CDC

Intern Performance continued

Site Supervisor: Please evaluate the intern's performance in section II. Personal Development by circling the number that matches the intern's skill level. Please use the numbered guide below:

1 <i>very limited skill unsatisfactory</i>	2 <i>limited skill improvement needed</i>	3 <i>adequate skill level meets expectations</i>	4 <i>high skill level exceeds expectations</i>	5 <i>very high skill level exceptional</i>
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II. PERSONAL DEVELOPMENT

A. Self Management

Produces work of high quality free from error.	1	2	3	4	5	NA
Effectively and realistically prioritizes duties.	1	2	3	4	5	NA
Completes work within adequate time frames.	1	2	3	4	5	NA
Applies expected ethical standards for the position including personal reliability, responsibility, and follow-through.	1	2	3	4	5	NA

B. Initiative

Takes the initiative to get a job done even if not told to do so, seeing the task through to completion.	1	2	3	4	5	NA
Asks for help in appropriate ways when it is needed.	1	2	3	4	5	NA

C. Reflection

When given performance feedback, takes necessary actions to improve/change.	1	2	3	4	5	NA
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D. Please include comments on Personal Development below.

Site Supervisor: Please respond to the following questions.

1. Overall, the intern's performance on this internship was:

Unsatisfactory Improvement Needed Meets Expectations Exceeds Expectations Exceptional

Comments:

2. List one or two activities you think would most help this intern prepare for a career. Please explain.

Signature Section

I have discussed this review with my intern.

Site supervisor name _____
(PRINT LAST, FIRST)

Site supervisor signature _____ Date _____

Site supervisor: Make a copy for your records.

I have discussed this review with my site supervisor.

Intern signature _____ Date _____

Intern: Make a copy for your records. **Bring original to the Career Development Center.**
CDC will forward a copy to your faculty supervisor, who submits your final grade.