

Internship Two Week Review

Please PRINT legibly, continued on back.
To be filled out by the Site Supervisor and Intern.

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 _____

This section is to be completed by the Site Supervisor.

1. To date, the intern's performance on this internship is:

Unsatisfactory Improvement Needed Meets Expectations Exceeds Expectations Exceptional

Please Comment:

2. What performance changes must occur, if any, for this intern to improve?

3. What feedback, if any, do you have on the intern's resume, cover letter or interview performance during his/her application?

For Office Use Only
Received Date

Faculty CDC

This section is to be completed by the Intern.

What additional support, if any, will you need from your site supervisor in order to achieve your goals?
Please place a check mark ✓ in the box that applies.

	Need additional help	No additional help needed
Orientation		
Training		
Ongoing supervision		
Clear expectations		
Constructive feedback		
Appropriate level of responsibility		
More opportunity to develop new skills		
More opportunity for co-worker/client/customer interaction		
Other		

Comments:

This section is to be completed by the Intern and the Site Supervisor.

1. Should this internship continue?

- Yes No Yes, but certain changes must occur.

Please explain:

2. Does the internship Lead Learning Agreement or job description need updating or revision?

- Yes No *Please attach changes*

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.