

# Internship Final Evaluation

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

## HAMLIN UNIVERSITY Career Development Center

MS-B1802 ♦ 1536 Hewitt Avenue ♦ St. Paul, MN 55104-1284  
E-MAIL: [workshop@hamline.edu](mailto:workshop@hamline.edu) ♦ URL: [www.hamline.edu/cdc](http://www.hamline.edu/cdc)  
PHONE: 651-523-2302 ♦ FAX: 651-523-3085

**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<br><i>very limited skill<br/>unsatisfactory</i> | 2<br><i>limited skill<br/>improvement needed</i> | 3<br><i>adequate skill level<br/>meets expectations</i> | 4<br><i>high skill level<br/>exceeds expectations</i> | 5<br><i>very high skill level<br/>exceptional</i> |
|---|--|---|---|---|
|---|--|---|---|---|

#### 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 |
|--|---|---|---|---|---|----|

##### 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.

For Office Use Only  
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<br><i>very limited skill<br/>unsatisfactory</i> | 2<br><i>limited skill<br/>improvement needed</i> | 3<br><i>adequate skill level<br/>meets expectations</i> | 4<br><i>high skill level<br/>exceeds expectations</i> | 5<br><i>very high skill level<br/>exceptional</i> |
|---|--|---|---|---|
|---|--|---|---|---|

### 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 |
|---|---|---|---|---|---|----|

#### 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.