



# Intern Evaluation Form

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date: \_\_\_\_\_

Midterm

Final

**Directions:**

1. Use this form to provide a mid-term and final evaluation for each intern.
2. The mid-term evaluation should be done by week 4, the final during the last week.
3. Schedule time to meet with the youth to go over the form. This is an opportunity for a conversation about what the intern is doing well and areas where they could grow or improve.
4. Review each answer with the intern and allow them to provide input or ask questions.

The Intern:	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
Manages their time well					
Demonstrates teamwork and looks for ways to help others					
Shows enthusiasm					
Solves problems effectively					
Asks for assistance or asks questions when needed					
Completes assigned tasks accurately					

**Strengths/Growth Areas**

List a few strengths and a few areas of growth. These may include time management, professional attitude, teamwork, initiative, problem solving, communication, etc.

Skill	Is this a strength or growth area?	Example (something you've observed or would like to see)

**Additional Notes/Comments:**

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_