



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: (1=Disagree strongly and 5=Agree strongly)

- Manages their time well 1 2 3 4 5
- Demonstrates teamwork and looks for ways to help others 1 2 3 4 5
- Shows enthusiasm 1 2 3 4 5
- Solves problems effectively 1 2 3 4 5
- Asks for assistance or asks questions when needed 1 2 3 4 5
- Completes assigned tasks accurately 1 2 3 4 5

Strengths/Growth Areas

List one to two strength or 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: