



END OF INTERNSHIP EVALUATION

Intern Name: _____

Supervisor Name: _____

1. Job Performance Goals

Job Function 1: _____

Job Duty	Date to be Completed By	Assessment of Progress and Results	Skills Learned
		<i>Assess progress toward goals with emphasis on skills (e.g. "Slide design has improved in the past few weeks. Watching online videos to learn PowerPoint basics allowed Michael to better understand slide composition, transitions, and overall presentation.")</i>	<i>Outline the skills learned by this task (e.g. "Designing PowerPoint slides; Audio recording software; Communicating with supervisor about priority of work tasks.")</i>

Job Function 2: _____

Job Duty	Date to be Completed By	Assessment of Progress and Results	Skills Learned

Job Function 3: _____

Job Duty	Date to be Completed By	Assessment of Progress and Results	Skills Learned

2. Skills Assessment – MHA Labs Hirability Skills

Personal Mindset (link)- there are 7 personal mindset skills that drive achievement. Below are a few examples:	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Needs minimal supervision to complete the tasks.	<i>Strength</i>	<i>Example: "Michael continued showing initiative through the rest of his internship experience. He was given other smaller projects in his last few weeks and did a great job of doing his own research when necessary resulting in asking for minimal support to complete his work."</i>
Follows rules/directions as required by the task/situation.		
Adapts approach in response to new conditions or others' actions.	<i>Growth</i>	<i>Example: "Michael made a lot of strides here in the last few weeks of his internship. After we had a conversation about ways to be adaptable and include different workstyles, Michael worked to be more accommodating. For example, his colleague wanted to use different colored folders to organize a filing project, but Michael wanted to use one color with clear labels. They were able to work together and compromise by using a single colored folder with different colored labels."</i>
Planning for Success (link)- there are 7 planning for success skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Sets and prioritizes goals (broken into actionable steps) that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.		
Manages time to complete tasks on schedule.		
Monitors progress and own performance, adjusting approach as necessary.		
Social Awareness (link)- there are 4 social awareness skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Recognizes the consequences of one's actions.		
Takes into consideration other's situations or feelings.		
Develops and implements strategies for navigating in different cultures/contexts (i.e., manages different patterns of behavior, rules, and norms).		
Verbal Communication (link)- there are 5 verbal communication skills that drive achievement.	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
Organizes, uses, and adjusts information that serves the purpose of the message, context, and audience.		
Signals listening according to the rules/norms of the context and audience.		
Asks questions to deepen and/or clarify one's understanding when listening to others.		
Industry/Job Specific Skills	Strength/Growth Area	Reflections/Examples; Plans to Improve Growth Areas
<i>Example: Microsoft PowerPoint</i>		

3. Professional Development

Professional Development Opportunity	Date Occurred	Skills Learned
<i>Example: "Met with the CEO for an informational interview"</i>		<i>Example: "Gained insight into a potential career path. Was able to build on networking skills. Practiced elevator speech."</i>

4. Supervisor/Intern Discussion

1. What are the intern’s career goals?
2. What additional skills should the intern focus on building to achieve those goals?
3. What type of post-secondary education or certification is required to accomplish these goals?