

Business Intern Evaluation Form

Intern Name: _____

Date: _____

Evaluator: _____

Signature _____

Rate intern in each performance category. Include supporting examples for each performance factor. (Please complete both sides).

E = EXCEPTIONAL
S = SATISFACTORY

I = IMPROVEMENT RECOMMENDED
U = UNSATISFACTORY

Performance Factors	E	S	I	U	Comments and Supporting Examples
<p>Quality</p> <p>Consider accuracy, comprehensive-ness and orderliness of work compared to the expectations for an intern.</p>					
<p>Quantity</p> <p>Consider speed and volume of work produced compared to the expectations for an intern.</p>					
<p>Initiative</p> <p>Consider the ability to be a self-starter and work independently.</p>					
<p>Job Knowledge</p> <p>Consider the understanding of the job and the ability to apply knowledge and skills effectively compared to the expectations for an intern.</p>					
<p>Problem Solving/ Decision Making</p> <p>Consider the ability to identify, analyze and solve problems, suggest viable alternatives and analyze impact of decisions before executing them.</p>					

<p>Judgment</p> <p>Consider the ability to make logical and sound decisions and to know when to act independently or to seek assistance.</p>					
<p>Performance Factors</p>	<p>E</p>	<p>S</p>	<p>I</p>	<p>U</p>	<p>Comments and Supporting Examples</p>
<p>Punctuality</p> <p>Consider adherence to the work schedule and promptness in notifying supervisor of absence.</p>					
<p>Planning and Organizational Skills</p> <p>Consider the ability to establish priorities, maintain schedules and manage time effectively.</p>					
<p>Communication</p> <p>Consider the ability to express oneself clearly, both verbally and in writing, and to listen well.</p>					
<p>Interpersonal Skills</p> <p>Consider the ability to interact diplomatically and tactfully with internal and external contacts</p>					
<p>Dependability</p> <p>Consider the ability to maintain confidentiality, complete work under deadlines, follow through on assignments, and be reliable and flexible.</p>					
<p>Job Skills</p> <p>Consider skills in areas such as computers, telephone, etc.</p>					