

Template: To be filled out by the intern

Intern Self-Evaluation Form

General information

Intern name:

Start date:

Position:

End date:

Supervisor name:

Goal/Project

(What are the specific and measurable goals, and/or projects that were to be achieved/completed?)

Actions

(What steps or actions are needed to be taken in order to achieve this goal or finish the project?)

Learning Outcomes

(What were the specific and measurable outcomes that were expected from you? What skills did you use?)

Status

(Was the project completed on time or was it delayed?)

Accomplishments

(What did you excel in? Provide examples of specific actions taken or decisions made and how they positively influenced the project or goal?)

Areas for Improvement Self Reflection

(What areas of the project/goal could you have done better in? Provide suggestions on how you can improve in this area.)

Intern Evaluation Form

General information

Intern name:

Start date:

Position:

End date:

Supervisor name:

**Supervisor Feedback
Positive Feedback**

(What did the intern particularly excel in? Provide examples of specific actions taken or decisions made and how they positively influenced the project or goal.)

**Supervisor Feedback
Areas for Improvement**

(What areas of the project/goal could the intern have done better in? Provide suggestions on how the intern can improve in this area.)

Supervisor comments

Template: To be filled out by both intern and supervisor

Performance Levels and Definition

Exceeds (E): Work performed is consistently above and beyond the normal requirements of the position. The intern exceeded performance expectations and frequently outperformed most peers.

Meets (M): Consistently achieved expectations in all essential areas of responsibility. Quality of work is very good.

Requires Development (D): Interns who are still developing a competency did not consistently achieve expectations. This rating is used for:

- A new intern who is still learning the job responsibilities
- An intern who has gained new responsibilities since the start of their internship

Needs Improvement (N): Work performed consistently falls short of performance standards.

| Performance areas | Intern self-assessment | Supervisor assessment | Intern comments | Supervisor comments |
|--|------------------------|-----------------------|-----------------|---------------------|
| Ability to learn new concepts and ideas | | | | |
| Ability to accept and implement feedback | | | | |
| Technical skills attained | | | | |
| Quality of work | | | | |
| Prioritization of tasks | | | | |
| Time management | | | | |
| Initiative and self-motivation | | | | |
| Organization and Planning | | | | |

Template: To be filled out by both intern and supervisor

| | | | | |
|-----------------------------------|--|--|--|--|
| Creativity | | | | |
| Critical thinking | | | | |
| Judgement | | | | |
| Reliability | | | | |
| Adaptability | | | | |
| Leadership | | | | |
| Social and cultural awareness | | | | |
| Teamwork and collaboration | | | | |
| Communication skills Oral | | | | |
| Communication skills Written | | | | |
| Communication skills Listening | | | | |

Overall Assessment and comments by Supervisor:

Professional Development to be done: