



STATE OF DELAWARE

STATE INTERNSHIP PROGRAM

STATE INTERN EVALUATION

INTERN PERSONNEL INFORMATION

Intern Name:		Date:
Phone:	Email:	
Semester:	Area of Study/Major:	
Program Dates:	School Level:	

EVALUATION OF INTERN

Instructions: The evaluating supervisor will complete this evaluation. It is expected to review the Intern's performance periodically throughout the internship with the Intern. This process is important to the Intern's professional and personal development, and will be used as a guide to counsel and educate the Intern for success.

RATING SCALE

Please rate the following aspects of your internship experience using the following:

- 1 - Unsatisfactory** - (Never demonstrates this ability/does not meet expectations.)
- 2 - Needs Improvement** - (Seldom demonstrates this ability/rarely meets expectations.)
- 3 - Meets Expectations** - (Sometimes demonstrates this ability/meets expectations.)
- 4 - Exceeds Expectations** - (Demonstrates ability/sometimes exceeds expectations.)
- 5 - Distinguished** (Always demonstrates this ability/consistently exceeds expectations.)

Additional space is provided for comments. Comments are required for **Unsatisfactory** and **Needs Improvement** Ratings.

INTERNSHIP PROGRAM DETAILS

Please provide a brief description of the Internship:

BASIC WORK HABITS

1. Reports to work as scheduled, and on-time.	
2. Dress and appearance are appropriate.	
3. Exhibits a positive and constructive attitude.	

Comments:

CHARACTER ATTRIBUTES

1. Brings a sense of values and integrity.	
2. Behaves in an ethical manner.	
3. Respects the diversity of co-workers.(sex/race/religion)	

Comments:

ORGANIZATIONAL EFFECTIVENESS	
1. Seeks to understand and support the mission/goals.	
2. Fits in with the expectations of the organization.	
3. Works within appropriate authority/decision channels.	
Comments:	
READING/WRITING/COMPUTATION SKILLS	
1. Reads/Comprehends/Follows written material.	
2. Communicates ideas and concepts clearly in writing.	
3. Works w/ mathematical procedures appropriate to job.	
Comments:	
COMMUNICATION SKILLS - ORAL & LISTENING	
1. Listens actively to others in an attentive manner.	
2. Effectively participates in meetings or group settings.	
3. Demonstrates effective verbal communication skills.	
Comments:	
ABILITY TO LEARN	
1. Asks pertinent and purposeful questions.	
2. Seeks out and utilizes appropriate resources.	
3. Accepts responsibility for mistakes and learns from it.	
Comments:	
CREATIVE THINKING & PROBLEM SOLVING SKILLS	
1. Breaks down complex issues into manageable pieces.	
2. Brainstorms/Develops options and ideas.	
3. Demonstrates an analytical capacity.	
Comments:	
PROFESSIONAL & CAREER DEVELOPMENT SKILLS	
1. Exhibits self-motivated approach to work.	
2. Demonstrates ability to set appropriate goals/priorities.	
3. Exhibits professional behavior and attitude.	
Comments:	
INTERPERSONAL & TEAMWORK SKILLS	
1. Manages and resolves conflict in an effective manner.	
2. Supports and contributes to a team atmosphere.	
3. Demonstrates assertive, but appropriate behavior.	
Comments:	

OPEN CATEGORY - INDUSTRY SPECIFIC SKILLS

Are there any additional skills or competencies that you feel are important to address with the Intern related to the profession or career-field that have not been captured on this evaluation?

Comments:

Empty text area for comments.

FINAL THOUGHTS

OVERALL PERFORMANCE

<input type="checkbox"/>	Exceeded Expectations	<input type="checkbox"/>	Met Expectations
<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Did not meet Expectations

Comments:

Empty text area for comments.

SIGNATURES

By signing below, I acknowledge that I have reviewed the **State Internship Evaluation** with the Intern, and have provided the opportunity to comment below.

Supervisor's Signature

Date

I acknowledge that this **State Intern Evaluation Form** was presented and reviewed with me by the above signed supervisor, and I understand that I have the opportunity to provide comments, in addition to the **State Internship Exit Survey** I must complete in order to receive my **Certificate of Completion**.

Comments:

Empty text area for comments.

Intern's Signature

Date