



Evaluation

Intern _____ Date _____

Organization/Department _____

Please rate your intern in the following: (1) unsatisfactory (5) excellent

Appearance: Dress is suitable for the workplace	1	2	3	4	5
Flexibility: Reacts well to new, unexpected situations	1	2	3	4	5
Promptness: Arrives on time	1	2	3	4	5
Completes tasks on time	1	2	3	4	5
Discretion: Recognizes and respects confidentiality	1	2	3	4	5
Maturity: Serious in approach	1	2	3	4	5
Accepts suggestions for improvement	1	2	3	4	5
Sensitivity: Relates well to a variety of people	1	2	3	4	5
Shows respect for others	1	2	3	4	5
Independence: Can work without constant supervision	1	2	3	4	5
Dependability: Completes assigned tasks	1	2	3	4	5
Adheres to rules and policies	1	2	3	4	5
Attitude: Shows a willingness to participate	1	2	3	4	5

Evaluator's signature _____ Title _____