

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
 Final Intern Evaluation

Intern Name: _____

Date: _____

This feedback form should be completed at the completion of the student's internship.

INSTRUCTIONS:

1. Intern rates own performance.
2. Supervisor rates Intern's performance.
3. Supervisor provides additional feedback on Intern's performance.
4. Intern and supervisor meet to discuss individual ratings and come up with a "mutual agreed" rating.
5. Fax completed feedback form to:

Dr. T.R. Carr
 Public Administration & Policy Analysis
 Southern Illinois University Edwardsville
 Edwardsville, Illinois 62026-1457

Office phone: (618) 650-3762

Office fax: (618) 650-2786

Please use the rating scale as follows:

*A=Superior, B= Above Average, C= Average,
 D= Below Average, E= Unsatisfactory, N/A= Not*

Statement	Intern Rating	Supervisor Rating	Mutual Agreed
1. General performance of assignments (e.g. quality, neatness, and accuracy).			
2. Ability to deal with customers/clients of the organization.			
3. Acceptance of responsibility.			
4. Receptivity to constructive criticism.			
5. Seeks advice on current assignments when appropriate.			
6. Attempts to facilitate solutions to problems.			
7. Maintains confidentiality.			
8. Proficiency in oral communications skills.			
9. Proficiency in written communication skills.			
10. Ability to adapt to organizational environment (e.g. co-worker relationships and cooperation).			
11. Works well with others (e.g. supports the team work).			
12. Demonstrates initiative.			
13. Exhibits a positive attitude towards others.			
14. Demonstrates productive work habits (e.g. reliability and follow through).			
15. Punctual and works the agreed upon schedule			
16. Takes on leadership role, when appropriate.			

Additional Supervisor Feedback

1. In what areas did the student make substantial progress?

2. What areas continue to need attention? Possible Improvement?

3. Additional comments?

Intern

Printed Name/Signature: _____

Supervisor

Printed Name/Signature: _____