

# INTERN PERFORMANCE EVALUATION

UNIVERSITY OF DAYTON DEPARTMENT OF COMMUNICATION

Student Intern's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## PERFORMANCE REVIEW

- Rate and comment on the intern's level of performance in the different areas listed.
- Identify areas of achievement and where the student might need improvement.
- Provide an overall rating of the intern's work.

## PERFORMANCE RATING DEFINITIONS

The following ratings are offered for consistency on overall ratings. Please use your job description for the intern and the student's Educational Objectives as guides. Please offer comments, which will help the Department of Communication Internship Coordinator help the student progress.

- Outstanding: Performance was consistently superior
- Exceeds Expectations: Performance was routinely above job requirements
- Meets Expectations : Performance was regularly competent and dependable
- Below Expectations: Performance frequently failed to meet job requirements
- Unsatisfactory: Performance was consistently unacceptable

## PERFORMANCE FACTORS

<b>Knowledge of Work</b> – Intern's skill level, knowledge and understanding of the job coming into the position. <b>Comments:</b>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
<b>Acquired Job Knowledge</b> – Intern's effectiveness in gaining and applying knowledge of methods, techniques and skills required in the job and related functions. <b>Comments:</b>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>NA</b>	

	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Communication</b> –Intern’s effectiveness in listening to others, expressing ideas orally and in writing, and providing relevant and timely information to supervisors, co-workers, subordinates and customers during the internship.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Teamwork</b> – Intern’s productivity and effectiveness in cooperative work situations. Also consider how well intern got along with co-workers in teamwork situations.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Independent Action</b> – Intern’s effectiveness in time management, as well as initiative and independent action within prescribed limits.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	

<p><b>Decision Making/Problem Solving</b> – Intern’s effectiveness in understanding problems, identifying solutions, promoting appropriate innovation, and making timely, practical decisions.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Leadership</b> (if applicable) – Intern’s effectiveness in accomplishing work assignments through subordinates or teams; establishing challenging goals; delegating and coordinating effectively.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Intern’s Responsiveness</b> – Intern’s responsiveness in completing job tasks in a timely manner. Also consider effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities. Also consider intern’s interactions with staff.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Dependability</b> – Intern’s ability to follow directions and perform under unusual circumstances. Also consider intern’s attendance and punctuality.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	

	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Customer Responsiveness</b> (if applicable) – Intern’s responsiveness and courtesy in dealing with customers and vendors.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	
<p><b>Personal Appearance</b> – Intern’s attire, neatness and personal hygiene appropriate to position.  <b>Comments:</b></p>	<b>Outstanding</b>	
	<b>Exceeds Expectations</b>	
	<b>Meets Expectations</b>	
	<b>Below Expectations</b>	
	<b>Unsatisfactory</b>	
	<b>NA</b>	

## STRENGTHS & WEAKNESSES

### INTERN’S STRENGTHS AND ACCOMPLISHMENTS

Please identify one or more performance or behavioral aspects that you appreciated and/or that you considered a particular strength in the intern’s work record.

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**PERFORMANCE AREAS THAT NEEDS IMPROVEMENT**

Please identify one or more performance or behavioral aspects that the intern should work on before beginning a new internship or job – if any.

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**OVERALL ASSESSMENT**

Were you satisfied with your intern? Yes \_\_\_\_\_ Somewhat \_\_\_\_\_ No \_\_\_\_\_

Did the intern fulfill the job duties and educational objectives that were agreed upon prior to the internship?

Yes \_\_\_\_\_ Somewhat \_\_\_\_\_ No \_\_\_\_\_

**MAY WE SHARE THE COMMENTS FROM THIS EVALUATION FORM WITH THE INTERN?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you prefer that we speak only generally about your remarks? Yes \_\_\_\_\_

**FUTURE INTERNS**

How likely is it that you and your organization will hire another University of Dayton intern?

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**THANK YOU.**

**PLEASE RETURN THIS FORM TO:**

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