

# Out-of-School, Unpaid Intern Evaluation

INTERN \_\_\_\_\_ INTERNSHIP SITE \_\_\_\_\_

INTERN SITE MENTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL SITE COORDINATOR \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

INSTRUCTIONS: Please rate your Intern's performance

- 1 Attendance:
  - Never absent
  - Dependable
  - Usually dependable
  - Not regular enough in attendance
  - Too frequently absent
- 2 Punctuality:
  - Never tardy
  - Seldom tardy
  - Needs improvement
  - Very often tardy
  - Tardiness affecting performance
- 3 Appearance: (Clothing/Hygiene/Hair)
  - Is excellent in appearance
  - Is very good in appearance
  - Should make efforts to improve
  - Often neglects appearance
  - Is extremely careless
- 4 Initiative/Motivation:
  - Is resourceful; looks for things to do
  - Is fairly resourceful
  - Does routine work acceptably
  - Take very little initiative; requires urging
  - Shows no initiative
- 5 Maturity:
  - Demonstrates maturity consistently
  - Demonstrates maturity occasionally
  - Demonstrates maturity rarely
  - Demonstrates immature behavior
  - Ignores verbal cues
- 6 Courtesy:
  - Is very courteous and very considerate
  - Is courteous and considerate
  - Usually courteous and considerate
  - Is not particularly courteous
  - Has been discourteous

- 7 Attitude:
  - Is positive
  - Is fairly positive
  - Is rarely positive
  - Is negative
  - Is openly hostile
- 8 Cooperation:
  - Works well with others
  - Usually gets along with others
  - Prefers to work alone
  - Does not work well with others
  - Is antagonistic
- 9 Work Habits:
  - Is industrious; stays on task until completed
  - Seldom wastes time; is reliable
  - Wastes time occasionally; is usually reliable
  - Frequently wastes time
  - Work is often incomplete
- 10 Accuracy of Work:
  - Does work of very good quality
  - Makes few errors
  - Often makes errors
  - Is frequently inaccurate and careless
  - Is extremely careless
- 11 Communication:
  - Excellent communication skills
  - Above average communication skills
  - Average communication skills
  - Uses incorrect English
  - Ineffective communication skills
- 12 Adaptability:
  - Is adept at meeting changing conditions
  - Adjusts readily
  - Needs direction to make adjustments
  - Has difficulty adapting to new situations
  - Cannot adjust to changing situations

General Comments: