



INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE SUPERVISOR / MENTOR

Please note:

- The evaluating Supervisor / Mentor will complete this portion of the evaluation **every month and submit quarterly reports** based on the monthly evaluations.
- A **final evaluation report** at the end of the twelve (12) months must also be submitted. We encourage each evaluating Supervisor / Manager / Mentor to review the Intern's performance.
- This evaluation is important to the Intern's professional and personal development. The evaluation will be a guide for the final Intern Evaluation Report and recommendation letter, at the end of the internship.
- Additional space is provided for your comments. Please comment on any evaluation marked marginal or unsatisfactory.

☐	Monthly evaluation	☐	Quarterly Evaluation	☐	Final Evaluation Report
Intern Name:					
Supervisor / Mentor:					
Department:					
Evaluation period		From:		To:	

Characteristics	Excellent	Very Good	Average	Marginal	Unsatisfactory
Desire and willingness to take on new assignments	☐	☐	☐	☐	☐
Potential for further development	☐	☐	☐	☐	☐
Ability to complete allocated tasks	☐	☐	☐	☐	☐
Ability to communicate	☐	☐	☐	☐	☐
Ability to learn	☐	☐	☐	☐	☐
Quality of work	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Attitude (application to work)	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐



Description of tasks during the period from the last evaluation:		Comments on progress
General Comments on Intern's Performance and Progress		

SIGNATURE: INTERN

Date

SIGNATURE: SUPERVISOR / MENTOR

Date