## Student Internship Performance Evaluation

*HRMD encourages you to evaluate your student interns each semester as a way to enhance their learning and professional growth. Please feel free to use this as a template as you share insights and helpful feedback with your intern during or after their student internship.*

Student Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Performance Evaluation** | **Needs Development** | **Meets** | **Exceeds** | **Comments** |
| Attendance (punctuality) |  |  |  |  |
| Productivity (volume, promptness) |  |  |  |  |
| Quality of Work (accuracy, completeness, neatness) |  |  |  |  |
| Initiative (self-starter, resourceful) |  |  |  |  |
| Dependability (thorough, organized) |  |  |  |  |
| Attitude (enthusiasm, curiosity, desire to learn) |  |  |  |  |
| Interpersonal Relations (cooperative, courteous, friendly) |  |  |  |  |
| Ability to Learn (comprehension of new concepts) |  |  |  |  |
| Use of Academic Training (applies education to practical usage) |  |  |  |  |
| Communication Skills (written and verbal expression) |  |  |  |  |
| Judgement (decision making) |  |  |  |  |
| Overall Performance |  |  |  |  |