**Organization Evaluation Form**

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

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After reviewing the Intern Responsibilities Agreement and any agreed changes, complete the following assessment. Please rate the intern based on the characteristics listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristics** | **Excellent** | **Good** | **Fair** | **Poor** | **N/A** |
| Ability to teach | O | O | O | O | O |
| Ability to supervise and mentor | O | O | O | O | O |
| Willingness to provide guidance | O | O | O | O | O |
| Relationship with other team members | O | O | O | O | O |
| Courtesy / respect | O | O | O | O | O |
| Leadership skills | O | O | O | O | O |
| Interpersonal skills | O | O | O | O | O |
| Communication skills | O | O | O | O | O |
| Technical competence | O | O | O | O | O |
| Business skills | O | O | O | O | O |

1. Did you feel the work was a valuable experience?
2. Were you given responsibilities that enabled you to apply knowledge and skills?
3. Were you allowed to take initiative to work beyond the basic requirements of the job?
4. Did the mentor work with you regularly? Was he or she available to answer questions when necessary?
5. Briefly note new skills, techniques and knowledge you gained in this position.
6. Discuss the weak points of your internship experience and ways they may be improved.
7. Discuss the strong points of your internship experience.
8. Is there anything that was not covered that should have been covered in the internship?
9. Do you think you were adequately prepared for this internship?
10. If you had any aspect of your internship to do over, what changes would you make?
11. Would you recommend this internship to others? Please explain.

12. Please note any other comments you’d like to share.

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_