**Intern Evaluation Form (Mentor’s Evaluation of Intern)**

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** |
| Punctuality | O | O | O | O | O |
| Willingness to learn | O | O | O | O | O |
| Creativity / problem-solving | O | O | O | O | O |
| Ethical behavior | O | O | O | O | O |
| Dependability | O | O | O | O | O |
| Thoroughness / attention to detail | O | O | O | O | O |
| Teamwork | O | O | O | O | O |
| Work speed | O | O | O | O | O |
| Ability to direct the work of others | O | O | O | O | O |
| Interpersonal skills | O | O | O | O | O |
| Communication skills (oral) | O | O | O | O | O |
| Communication skills (written) | O | O | O | O | O |
| Technical competence | O | O | O | O | O |
| Managerial potential | O | O | O | O | O |
| Judgment | O | O | O | O | O |
| Adaptable to a variety of jobs | O | O | O | O | O |
| Accepts constructive criticism | O | O | O | O | O |
| Ability to work independently | O | O | O | O | O |
| Accepts responsibility / accountability | O | O | O | O | O |
| Professionalism | O | O | O | O | O |
| Overall skills for industry | O | O | O | O | O |

1. How well was the intern prepared for this internship?
2. Are there instructional areas from which this intern would benefit?
3. What professional characteristics did you like the most about this intern?
4. What professional characteristics did you feel the intern lacked?
5. Please provide examples in which the intern applied good judgment and had a technical competence for the assigned tasks.
6. How would you rate the intern’s sense of duty or responsibility toward his or her assignment(s)?
7. Please provide some examples in which the intern worked quickly, thoroughly and/or efficiently.
8. What are the intern’s strengths and weaknesses when interacting with others?
9. What are the intern’s strengths and weaknesses in oral and written communications?
10. What are the intern’s strengths and weaknesses when it comes to leadership skills?
11. In what areas does the intern need improvement?
12. Discuss areas where the intern has made significant improvements.
13. Would you recommend the intern for future employment in this profession? Why or why not?
14. Any other comments about the internship assignment and/or this intern may be written here.

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_