

Department of Finance

Internship Evaluation Form

Interns Name: _____ Course: _____

Compared to the average new employee, the intern's performance...				
Core competency and description	Did not meet expectations	Met expectations	Exceeded expectations	No opportunity to observe competency
Decision Modeling Identify problems, potential solutions, and evaluate Make valid and reliable evaluations of information Display innovative and creative thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work Interact productively with others Contribute to a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Reporting Describe work performed and conclusions reaches using concise business writing Articulate when speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism Punctual in arriving to work Dress appropriately Stay focused on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Technology Use technology tools to document work performed and communicate with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic/Critical Thinking Transfer knowledge from one situation to another Analyze and prepare strategic information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Comments (or attach separate page): _____ _____				

Supervisor making assessment (print name): _____ Signature: _____

Organization's Name: _____ Date: _____