

**LYNCHBURG COLLEGE
INTERNSHIP PROGRAM**



SITE SUPERVISOR'S FINAL EVALUATION OF INTERN

Student's Name _____ Date _____
 Supervisor's Name/Title _____
 Location _____

INSTRUCTIONS: This instrument is designed to evaluate the overall performance of the intern. The site supervisor should evaluate the intern objectively, comparing the intern with other interns of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards. If you feel that you cannot discuss this evaluation with the intern, please contact the faculty supervisor immediately to discuss the situation. Circle one item in each section that best describes the intern. Remarks are particularly helpful.

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
1. The intern demonstrates a positive attitude on the job. Comments:	1	2	3	4	5
2. The intern follows through on work assignments. Comments:	1	2	3	4	5
3. The intern produces high quality work. Comments:	1	2	3	4	5
4. The intern exemplifies confidence and self-assurance. Comments:	1	2	3	4	5

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
5. The intern is capable of making independent judgments and decisions. Comments:	1	2	3	4	5
6. The intern demonstrates the ability to learn new skills and tasks. Comments:	1	2	3	4	5
7. The intern takes initiative and works independently. Comments:	1	2	3	4	5
8. The intern builds effective work relationships with other personnel. Comments:	1	2	3	4	5
9. The intern produces the expected quantity of work. Comments:	1	2	3	4	5
10. The intern's attendance and punctuality meet the prescribed standards. Comments:	1	2	3	4	5

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
11. The intern pays attention to personal grooming and neatness of appearance. Comments:	1	2	3	4	5
12. The intern responds positively to supervision. Comments:	1	2	3	4	5
13. The intern communicates effectively. Comments:	1	2	3	4	5
14. The intern reacts appropriately when under stress. Comments:	1	2	3	4	5
15. Overall, the intern's performance meets expected standards Comments:	1	2	3	4	5

The intern's outstanding qualities are: _____

The personal qualities which the intern should strive most to improve are: _____

The intern's outstanding professional qualities are: _____

The professional qualities which the intern should strive most to improve are: _____

Additional Remarks: _____

Site Supervisor, Title

Please return to:

**Career Development Center
Lynchburg College
1501 Lakeside Drive
Lynchburg, Virginia 24501**

A copy of the evaluation form will be sent to the faculty supervisor.

Revised: 3/18/03