

## Final Assessment of Student Performance (Sample)

Name of Intern \_\_\_\_\_ Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

*Please provide your evaluation of this student's performance or skill level in each of the following areas. This evaluation is not confidential and you are encouraged to share it with the student.*

### **A. Skills Assessment**

On a scale of 1 – 5, please evaluate the intern's performance in each of the following areas.

**5 = Exceptional skill level**

**4 = Above average skill level**

**3 = Adequate/average skill level**

**2 = Limited/minimal skill level**

**1 = Lacks this skill**

**N/A = Not applicable**

#### **1. Communication Skills**

- \_\_\_\_\_ a. Demonstrates oral communication skills required for the job
- \_\_\_\_\_ b. Writes clearly and concisely
- \_\_\_\_\_ c. Is willing to speak up, communicates information, and asks questions
- \_\_\_\_\_ d. Listens to feedback and works to improve area

#### **2. Problem Solving/Decision Making Skills**

- \_\_\_\_\_ a. Analyzes situations and takes appropriate action
- \_\_\_\_\_ b. Offers creative solutions to problems
- \_\_\_\_\_ c. Collects and analyzes information relevant to completing a task and establishes a course of action within the given timeframe
- \_\_\_\_\_ d. Resolves problems in an appropriate timeframe

#### **3. Teamwork**

- \_\_\_\_\_ a. Establishes rapport and credibility among team members
- \_\_\_\_\_ b. Shares information and resources with others
- \_\_\_\_\_ c. Assists and cooperates with co-workers
- \_\_\_\_\_ d. Demonstrates willingness to put forth extra time and effort
- \_\_\_\_\_ e. Assumes appropriate leadership roles(s)

#### **4. Self-management**

- \_\_\_\_\_ a. Produces high-quality, accurate work
- \_\_\_\_\_ b. Seeks new strategies when current approach is not effective

- \_\_\_\_\_ c. Displays good judgment and establishes priorities
- \_\_\_\_\_ d. Uses time efficiently
- \_\_\_\_\_ e. Demonstrates ethical behavior
- \_\_\_\_\_ f. Arrives on time and maintains agreed hours

**5. Initiative**

- \_\_\_\_\_ a. Seeks opportunities to learn
- \_\_\_\_\_ b. Takes initiative to get a job done, even if not specifically told to do so
- \_\_\_\_\_ c. Acts decisively on critical issues
- \_\_\_\_\_ d. Overcomes obstacles and problems
- \_\_\_\_\_ e. Sets and communicates goals; follows up with results

**6. Technical Skills**

- \_\_\_\_\_ a. Possesses the technical skills required for this position
- \_\_\_\_\_ b. Is willing to learn new skills and enhances existing technical skills
- \_\_\_\_\_ c. Uses appropriate technology for tasks
- \_\_\_\_\_ d. Uses technology to perform effectively

**B. Comments**

1. Please discuss whether this student successfully completed the learning objectives/goals.

2. Rate how prepared the student was with coursework.

very prepared       somewhat prepared       not at all prepared

**C. Overall Evaluation**

1. How would you assess the overall value of this intern to your agency?

very valuable     somewhat valuable     very limited value     no value

2. How would you assess the intern's overall performance?

outstanding     above average     satisfactory     below average     unsatisfactory