## Sponsor’s Mid-term Evaluation of Student Intern

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<tr>
<th>Intern</th>
<th>Date of Evaluation</th>
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<tr>
<th>Sponsoring Agency</th>
<th>Sponsoring Supervisor</th>
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The purpose of this evaluation is to help the intern learn from his/her experience. You can help the intern develop to his/her full potential by:

1. Communicating personally, honestly, and frankly on performance improvements you desire or believe to be necessary;
2. Recognizing and commenting on exceptional performance;
3. Listening to the intern’s feelings about his/her performance; and
4. Suggesting specific courses of action to help the intern improve in the needed areas.

### A. Accomplishments and/or Improvements:
What progress has the intern made toward meeting his/her learning objectives?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

### B. What are the intern’s greatest strengths in relation to the organization?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

### C. Work Quality: Evaluate the reliability, accuracy, and neatness of work produced.

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<thead>
<tr>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Improvement Needed</th>
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D. **INITIATIVE:** Evaluate the combination of job interest, dedication, and willingness extended by the intern to complete his/her assigned tasks.

Very Good _____  Satisfactory _____  Improvement Needed _____

E. **DEPENDABILITY:** Evaluate the degree to which the intern can be relied upon to persevere and carry to completion assigned tasks. Also evaluate his/her attendance and punctuality.

Very Good _____  Satisfactory _____  Improvement Needed _____

F. **JUDGMENT:** Evaluate the intern’s ability to make well-reasoned, sound decisions which affect his/her work performance.

Very Good _____  Satisfactory _____  Improvement Needed _____

G. **TEAMWORK:** Evaluate the working relationship established by the intern with fellow employees in the working environment.

Very Good _____  Satisfactory _____  Improvement Needed _____
H. PERFORMANCE SUMMARY:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I. DEVELOPMENT: What specific action can you suggest to help the intern improve his/her performance? What can the intern do? How can you, as supervisor, help?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

J. How does the intern’s evaluation compare with that of yours?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Intern ________________________________ Date __________________________

Signature of Sponsor ______________________________ Date __________________________