



INTERN'S MID- TERM SELF-EVALUATION

\_\_\_\_\_  
 Intern

\_\_\_\_\_  
 Date of Evaluation

\_\_\_\_\_  
 Sponsoring Agency

\_\_\_\_\_  
 Sponsoring Supervisor

The purpose of self-evaluation is to encourage you to think about yourself, and your work performance in a constructively critical and accepting frame of mind. It is suggested that you attempt to look at yourself from your supervisor's, as well as the agency's, point of view (if possible), and make frank, honest comments. You must discuss this evaluation with your internship sponsor/supervisor and have them sign it.

A. ACCOMPLISHMENTS and/or IMPROVEMENTS:

What progress have you made toward meeting your learning objectives?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. What are your greatest strengths in relation to the organization?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

C. WORK QUALITY: Evaluate the reliability, accuracy, and neatness of work produced.

Very Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Improvement Needed \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

Intern

---

Date of Evaluation

D. INITIATIVE: Evaluate the combination of job interest, dedication, and willingness to extend yourself to complete assigned tasks.

Very Good \_\_\_\_ Satisfactory \_\_\_\_ Improvement Needed \_\_\_\_

---

---

---

E. DEPENDABILITY: Evaluate the degree to which you can be relied upon to persevere and carry to completion assigned tasks. Also evaluate your attendance and punctuality.

Very Good \_\_\_\_ Satisfactory \_\_\_\_ Improvement Needed \_\_\_\_

---

---

---

F. JUDGMENT: Evaluate your ability to make well-reasoned, sound decisions which affect your work performance.

Very Good \_\_\_\_ Satisfactory \_\_\_\_ Improvement Needed \_\_\_\_

---

---

---

G. TEAMWORK: Evaluate your working relationship established with fellow employees in the working environment.

Very Good \_\_\_\_ Satisfactory \_\_\_\_ Improvement Needed \_\_\_\_

---

---

---

---

Intern

---

Date of Evaluation

H. PERFORMANCE SUMMARY:

---

---

---

---

---

I. DEVELOPMENT: What specific action can you suggest to help improve your performance? How can your supervisor, help?

---

---

---

---

---

J. How does your evaluation compare with that of your supervisor?

---

---

---

---

---

---

Signature of Intern

---

Date

---

Signature of Sponsor

---

Date