



SPONSOR'S MID-TERM EVALUATION OF STUDENT INTERN

\_\_\_\_\_  
 Intern

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

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

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

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?

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

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

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

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Intern \_\_\_\_\_

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

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 \_\_\_\_\_

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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 \_\_\_\_\_

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

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

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

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

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\_\_\_\_\_  
Intern

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

H. PERFORMANCE SUMMARY:

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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?

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

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\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date