



INTERN'S FINAL SELF-EVALUATION

*(This form is to be completed and returned
 no later than Monday of Finals Week.)*

 Intern's Name

 Date of Evaluation

 Sponsoring Organization

 Sponsoring Supervisor

The purpose of having you evaluate yourself 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 and the agency's point of view (if possible) and make frank, honest comments.

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 _____

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Intern's Name Date of Evaluation

D. INITIATIVE: Evaluate the combination of job interest, dedication, and willingness to extend your self 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'S FINAL SELF-EVALUATION (CON'T.)

Intern's Name

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H. PERFORMANCE SUMMARY:

I. DEVELOPMENT: Evaluate the reliability, accuracy, and neatness of work produced.

Signature of Intern

Date

Signature of Sponsor

Date