

PERFORMANCE REVIEW OF STUDENT-INTERN

replace with
LOGO

Internship Program
 [Coordinator's Name]
 [School Name]
 [Street Address]
 [City, ST ZIP Code]
Phone: [phone] | **Fax:** [Fax]
 [Email] | [Website]

Intern Name: _____
Mentor Name: _____
Internship Site: _____
Review Period: _____

RATINGS

	5 = Exceptional	4 = Commendable	3 = Satisfactory	2 = Gets By	1 = Needs Work
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Notification when Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude; <i>enthusiastic, curious, desires to learn</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Learn; <i>comprehends new concepts</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability; <i>reliable, trustworthy, thorough, organized</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative; <i>self-starter, resourceful, proceeds independently</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work; <i>accurate, complete, neat, prompt</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal Setting; <i>sets realistic goals, works smarter-not harder</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships; <i>cooperative, works well with others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity & Poise; <i>confident, self-assured, accepts guidance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment; <i>uses discretion & tact in decision making</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication; <i>listens to others, communicates effectively</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EVALUATION

Additional comments on intern's performance, strengths, or skills:	
Accomplishments by intern during this review period:	
Suggestions for improvement:	

VERIFICATION OF REVIEW

Note: By signing this form, you confirm that you have discussed this review in detail with your mentor, but does not necessarily indicate that you agree with this evaluation.

Intern Signature: _____ **Date:** _____
Mentor Signature: _____ **Date:** _____

Please return this completed and signed form to the school Internship Program Coordinator by [due date]

TIPS FOR EFFECTIVE INTERN PERFORMANCE REVIEWS

FEEDBACK MAXIMIZES VALUE OF EXPERIENTIAL LEARNING

One way for students to receive the maximum educational value from experiential learning is to have their internship mentor(s) provide regular, constructive feedback.

DISCUSS PERFORMANCE REVIEW WITH INTERN

Have a one-on-one conversation with your intern to discuss his/her performance review or evaluation. An oral review of the written evaluation can provide several benefits including preparation for performance review sessions with future employers, meaningful self-reflection on the significance of the work-learning experience, and focused dialogue with a professional in the field about the student's readiness for a particular career path or position. Most importantly, in-depth discussions centered upon established performance standards could enhance the likelihood that students would leave the internship with a more realistic understanding of their professional performance. For the sponsoring organization, the discussions could reveal students' perceptions of the internship experience that could lead to program enhancements.

COMMUNICATE CONSTRUCTIVE CRITICISM TO INTERNS ON PROBLEMATIC TOPICS

Work with the school's Internship Program Coordinator to develop approaches to effectively communicate constructive criticism to interns on problematic topics. Mentors may encounter topics that are difficult to discuss, particularly issues related to dress, personal appearance, and professionalism. However, withholding this feedback to avoid the discomfort of the situation can diminish the intern's learning opportunity.

COLLABORATE TO OVERCOME OBSTACLES

A collaborative approach among internship providers, supervisors, mentors, and school coordinators is important in managing and strengthening internship programs to ensure student learning and development. Working in partnership will offer support and help minimize frustration when concerns for student learning and growth faces the supervisor's greatest challenge of limited time to teach and mentor interns.