**ULN Intern End of Semester Evaluation Template – ULN Intern**

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Background*: The questions on this evaluation are based on the [Career Readiness Competencies](http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/) identified by the National Association of Colleges & Employers (NACE) as key competencies individuals need in the transition from college to career. Note: this form is based on the University of Washington’s Career & Internship Center intern performance evaluation template.

*Instructions*: Please rate your performance in your internship on the following components. If you have not had the opportunity to demonstrate any of these skills, please mark them as “N/A”. Complete this form prior to meeting with your supervisor for your end of semester evaluation.

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| --- | --- | --- | --- | --- | --- |
| **Critical Thinking / Problem Solving** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks
 |  |  |  |  |  |
| 1. Practices sound judgment based on an analysis of available data and information
 |  |  |  |  |  |
| 1. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles
 |  |  |  |  |  |
| 1. Seeks out resources and/or asks for help when unsure about how to proceed on tasks
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Comments:

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| **Communication / Leadership** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization
 |  |  |  |  |  |
| 1. Communicates ideas clearly in writing in a manner suited to the intended audience
 |  |  |  |  |  |
| 1. Manages their own emotions and works to understand and empathize with others
 |  |  |  |  |  |
| 1. Takes initiative and seeks opportunities to contribute
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Comments:

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| **Teamwork / Collaboration / Intercultural Fluency** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Builds constructive working relationships with individuals from a range of backgrounds
 |  |  |  |  |  |
| 1. Demonstrates inclusiveness, sensitivity, and respect for individuals’ differences
 |  |  |  |  |  |
| 1. Contributes effectively to collaborative projects
 |  |  |  |  |  |
| 1. Adapts well to emerging requests from managers, coworkers, and customers
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| **Professionalism / Work Ethic / Technology** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Demonstrates respect for organizational staff, policies, and norms
 |  |  |  |  |  |
| 1. Maintains a regular schedule, makes up missed hours, and is punctual and present
 |  |  |  |  |  |
| 1. Organizes and prioritizes work, manages time, and sees tasks through from start to finish
 |  |  |  |  |  |
| 1. Identifies and effectively uses appropriate technologies and programs to complete work
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Comments:

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| **Career Management** | Strongly Agree | Agree | Disagree | Strongly Disagree | N/A |
| 1. Accepts constructive feedback from others and is able to learn from mistakes
 |  |  |  |  |  |
| 1. Self-advocates in a professional manner
 |  |  |  |  |  |
| 1. Can identify their strengths and weaknesses
 |  |  |  |  |  |
| 1. Can articulate next steps to further prepare them for their future
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Comments:

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Please describe your progress towards goals you initially set at the beginning of the internship.

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What are your greatest strengths? Please share specific times you demonstrated those strengths in your internship.

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What are areas of growth you would like to focus on in the future. Please give 1-3 specific examples.

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Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_