**ULN Intern End of Semester Evaluation Template - Supervisor**

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

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

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

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

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. We encourage you to use or modify this form to provide meaningful feedback for your intern’s growth and development every semester. Note: this form is based on the University of Washington’s Career & Internship Center intern performance evaluation template.

Please rate your intern on the following areas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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
 |  |  |  |  |  |

Comments:

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Please describe the intern’s progress towards goals they initially set at the beginning of the internship.

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What are the intern’s greatest strengths? Please share specific times you witnessed these strengths in action.

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What areas of growth could improve the intern’s success in the future? Please give 1-3 examples.

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

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