



Internship Supervisor Evaluation Form

This form, to be completed by the intern's on-site supervisor, is intended to provide constructive feedback to the student and course instructor about the student's relative strengths and weaknesses as demonstrated during the internship.

Student Name:	Dates of Internship:
Sponsoring Organization:	Organization Supervisor:

Please evaluate the intern as objectively as possible by circling the number in each range that best describes your assessment of how frequently the intern exhibited the following workforce competency behaviors. If the behavior in question is irrelevant to the work the student has been performing, please circle "N/A" (not applicable).

Career and Self Development	Always <----Sometimes----> Never					
Showed an awareness of own strengths and areas for development.	5	4	3	2	1	N/A
Identified areas for continual growth while pursuing and applying feedback.	5	4	3	2	1	N/A
Developed plans and goals for their future career.	5	4	3	2	1	N/A
Professionally advocated for themselves and others.	5	4	3	2	1	N/A
Displayed curiosity and sought opportunities to learn.	5	4	3	2	1	N/A
Assumed duties or positions that will help them progress professionally.	5	4	3	2	1	N/A
Established, maintained, and/or leveraged relationships with people who can help them professionally.	5	4	3	2	1	N/A
Sought out and embraced development opportunities.	5	4	3	2	1	N/A
Voluntarily participated in further education, training, or other events.	5	4	3	2	1	N/A



Communication

Always <----Sometimes----> Never

Demonstrated good verbal communication skills.	5	4	3	2	1	N/A
Demonstrated good written communication skills.						
Employed active listening, persuasion, and influencing skills.	5	4	3	2	1	N/A
Communicated in a clear and organized manner.	5	4	3	2	1	N/A
Framed communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.	5	4	3	2	1	N/A
Asked appropriate questions for specific information from supervisors, specialists, and others.	5	4	3	2	1	N/A
Promptly notified relevant others when needing guidance with assigned tasks.	5	4	3	2	1	N/A

Critical Thinking

Always <----Sometimes----> Never

Made decisions and solved problems using sound, inclusive reasoning and judgment.	5	4	3	2	1	N/A
Gathered and analyzed information from a diverse set of sources and individuals to fully understand a problem.	5	4	3	2	1	N/A
Proactively anticipated needs and prioritized action steps.	5	4	3	2	1	N/A
Accurately summarized and interpreted data with an awareness of personal biases that may impact outcomes.	5	4	3	2	1	N/A
Effectively communicated actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.	5	4	3	2	1	N/A
Multi-tasked well in a fast-paced environment.	5	4	3	2	1	N/A



Equity and Inclusion

Always <----Sometimes----> Never

Solicited and used feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.	5	4	3	2	1	N/A
Actively contributed to inclusive and equitable practices that influence change.	5	4	3	2	1	N/A
Advocated for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.	5	4	3	2	1	N/A
Sought out global cross-cultural interactions and experiences that enhance one’s understanding of people from different demographic groups and that leads to personal growth.	5	4	3	2	1	N/A
Kept an open mind to diverse ideas and new ways of thinking.	5	4	3	2	1	N/A
Identified resources and eliminated barriers resulting from individual and systemic racism, inequities, and biases.	5	4	3	2	1	N/A
Demonstrated flexibility by adapting to diverse environments.	5	4	3	2	1	N/A
Addressed systems of privilege that limit opportunities for members of historically marginalized communities.	5	4	3	2	1	N/A

Leadership

Always <----Sometimes----> Never

Inspired, persuaded, and motivated self and others under a shared vision.	5	4	3	2	1	N/A
Sought out and leveraged diverse resources and feedback from others to inform direction.	5	4	3	2	1	N/A
Used “out of the box” thinking.	5	4	3	2	1	N/A
Served as a role model to others by approaching tasks with confidence and a positive attitude.	5	4	3	2	1	N/A
Motivated and inspired others by encouraging them and by building mutual trust.	5	4	3	2	1	N/A
Planned, initiated, managed, completed, and evaluated projects.	5	4	3	2	1	N/A



Professionalism

Always <-----Sometimes----> Never

Acted equitably with integrity and accountability to self, others, and the organization.	5	4	3	2	1	N/A
Maintained a positive personal brand in alignment with organization and personal career values.	5	4	3	2	1	N/A
Was present and prepared for work.	5	4	3	2	1	N/A
Demonstrated dependability (e.g., report consistently for work or meetings).	5	4	3	2	1	N/A
Prioritized and completed tasks to accomplish organizational goals.	5	4	3	2	1	N/A
Consistently met or exceeded goals and expectations.	5	4	3	2	1	N/A
Had an attention to detail, resulting in few if any errors in their work.	5	4	3	2	1	N/A
Showed a high level of dedication toward doing a good job.	5	4	3	2	1	N/A
Observed workplace rules, policies, and procedures	5	4	3	2	1	N/A
Was responsive to criticism.	5	4	3	2	1	N/A



Teamwork

Always <----Sometimes----> Never

Listened carefully to others, taking time to understand and ask appropriate questions without interrupting.	5	4	3	2	1	N/A
Effectively managed conflict, interacted with and respected diverse personalities, and met ambiguity with resilience.	5	4	3	2	1	N/A
Was accountable for individual and team responsibilities and deliverables.	5	4	3	2	1	N/A
Employed personal strengths, knowledge, and talents to complement those of others.	5	4	3	2	1	N/A
Exercised the ability to compromise and be agile.	5	4	3	2	1	N/A
Collaborated with others to achieve common goals.	5	4	3	2	1	N/A
Built strong, positive working relationships with supervisor and team members/coworkers.	5	4	3	2	1	N/A

Technology

Always <----Sometimes----> Never

Navigated change and was open to learning new technologies.	5	4	3	2	1	N/A
Used technology to improve efficiency and productivity of their work.	5	4	3	2	1	N/A
Identified appropriate technology for completing specific tasks.	5	4	3	2	1	N/A
Managed technology to integrate information to support relevant, effective, and timely decision-making.	5	4	3	2	1	N/A
Quickly adapted to new or unfamiliar technologies.	5	4	3	2	1	N/A
Manipulated information, constructed ideas, and used technology to achieve strategic goals.	5	4	3	2	1	N/A



Please identify any other skills that were unique to the position and evaluate how well the intern performed these skills.

Other Skills Unique to Position									
1.	Excellent	5	4	3	2	1	Poor	N/A	
2.	Excellent	5	4	3	2	1	Poor	N/A	
3.	Excellent	5	4	3	2	1	Poor	N/A	

What are the student's primary strengths?

In what areas does the student still have room for growth?

How often did you provide feedback to the student intern about their work?

Weekly _____ Monthly _____ 1-2 Times _____ Never _____

Has the intern worked the minimum number of hours per week required for this internship.

_____ YES _____ NO

If you answered NO, please provide more details about the circumstances that led to the intern not meeting this requirement.

Have you discussed this report with the intern? _____ YES _____ NO

Would you consider hiring this intern for new or vacant positions in your organization?

_____ YES _____ NO



Comments:

Organization Supervisor's Signature	Date
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Student's Signature (if jointly completed)	Date
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Thank you for providing feedback for this student internship.

Please submit completed form to: PROGRAMCOORDINATOR@missouriwestern.edu