Intern Evaluation Form

Please use this form to evaluate your intern’s performance in your organization. Student grades will be partially based on your comments. We will also consider your feedback in evaluating our coursework and programming for future UMD Fellows cohorts. Please email the completed form to: fedglobal@umd.edu.

Student Name: ____________________________________________________________________

Site: ____________________________________________________________________________

Address of Site: __________________________________________________________________

Internship Supervisor Name and Title: ____________________________________________________________________

Email: ____________________________________________________________________________

Use the following ratings:
5 = Outstanding
4 = Good
3 = Satisfactory
2 = Poor
N/A = Not applicable/no opportunity to observe

I. Please rate the intern’s professionalism

   ____ Attendance and punctuality  ____ Ability to meet deadlines
   ____ Motivation  ____ Writing skills
   ____ Ability to work effectively with others  ____ Resourcefulness
   ____ Overall reliability and dependability  ____ Oral communication skills
   ____ Overall efficiency in work habits  ____ Works with minimal supervision
   ____ Able to demonstrate initiative when appropriate and refrain from initiative when inappropriate
II. **What were significant contributions/accomplishments the student made to assigned tasks and projects?**

III. **What do you consider to be the intern’s strengths?**

IV. **What do you consider to be the intern’s chief challenges or areas for growth?**

V. **Would the intern be a viable candidate for federal or other public service employment? Why or why not?**

Signature (electronic or signed and scanned) __________________________ Date __________________________

Thank you for your supervision of this intern! Your willingness to work with University of Maryland students is greatly appreciated. We welcome the opportunity to build a partnership with your organization and send future interns your way.