

# Intern/Fellow Evaluation Form

<input type="radio"/> Midterm
<input type="radio"/> Final

Student Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Using the rating scale below, please circle the number which best rates the Intern or Fellow.

Key: 1=unsatisfactory; 2=needs improvement; 3=satisfactory; 4=above average; 5=outstanding

Responsibility: punctual, prepared, reliable	1	2	3	4	5
Initiative: Takes responsibility, earns respect	1	2	3	4	5
Organization: timeliness, prioritization of tasks	1	2	3	4	5
Follows direction, asks appropriate questions	1	2	3	4	5
Communication skills	1	2	3	4	5
Quantity of work completed	1	2	3	4	5
Quality of written work	1	2	3	4	5
Quality of verbal presentation skills	1	2	3	4	5
Interpersonal skills with clients, callers or public	1	2	3	4	5
Interpersonal skills with colleagues and staff	1	2	3	4	5

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

STRENGTHS:	GOALS FOR FUTURE:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Advice and other feedback: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

