

# Intern Evaluation – For Site Supervisor to Complete

Eastern Nazarene College  
 Career & Professional Development  
 617-745-3738

## **Intern Performance Review**

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Please complete this form on behalf of your Eastern Nazarene College student intern and return it via email to [aprilis.diaz@enc.edu](mailto:aprilis.diaz@enc.edu) or by mail to Aprilis Diaz / The Office of Career & Professional Development 23 E Elm Ave, Quincy, MA 02170.

**Note:** We encourage you to discuss this evaluation with your ENC student at the conclusion of the internship, so that the student knows what areas he/she can improve.

Name of Intern: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Internship Site / Employer: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Address of Site: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **Evaluation**

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For each item below, please indicate your rating of the student serving an Internship with you  
 (by putting an "X" in the appropriate box)

	Poor=1	Fair=2	Good=3	Excellent=4	N/A
1. Ability to problem solve					
2. Understanding of the mission / values of the organization					
3. Communicated clearly, both orally and in writing					
4. Sought clarification or asked questions when necessary					
5. Used creativity in task management					
6. Completed projects from start to finish					
7. Utilized academic knowledge and skills					
8. Showed responsibility for assignments / met goals and deadlines					
9. Worked well independently and also as a team player					

10. Student is prepared to enter his or her career field					
11. Demonstrates a sense of responsibility and confidentiality					
12. Punctual and prepared for work					
13. Quality of work					
14. Exhibits professionalism in appearance, behavior, and attitude					
15. Student improved his / her performance skills					
16. Student was adequately prepared for work in terms of college coursework					
17. Demonstrated analytic / assessment skills					
18. Demonstrated cultural competency skills					

**If your organization had a job opening, would you consider offering employment to this student?**      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Was your participation in ENC's internship program a positive one?**  
                                  \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Was the student's work helpful to you and your agency? (If no, please explain)**  
                                  \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Please provide suggestions for the student to improve:**

**Additional comments:**

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

*Thank you for your feedback!*

*\*\*A copy will be made and sent to the student's faculty supervisor.*