

## **Supervisor Interim Evaluation:**

Using the following code, please indicate the number that best completes each statement. Personal comments may be provided but will not be shared with the candidate (questions 1-8).

5 = *Exceptionally well*

2 = *Minimally*

4 = *Well*

1 = *Not at all*

3 = *Adequately*

0 = *Do not know/Cannot answer*

1. The intern was faithful to his/her commitments as described in the Internship Agreement Form.
2. The intern communicated responsibly with me.
3. The intern was faithful to his/her time commitment as described in the Internship Agreement Form.
4. The intern exercised his/her responsibilities in a professional manner.
5. The intern demonstrated competency in his/her responsibilities.
6. The intern was not afraid to roll up his/her shirt sleeves to get a job done.
7. The intern worked well with co-workers and volunteers.
8. The intern was open to learning.
9. Describe three positive qualities/characteristics that most impress you about this intern.
10. Describe any areas where you think this intern might improve.
11. Based on your experience of supervising this intern so far, would you look forward to working with him/her as a future colleague? Why or why not?
12. Any other comments you wish to make about this intern.

## **Student Interim Evaluation:**

Using the following code, please indicate the number that best completes each statement. Personal comments may be provided but will not be shared with the candidate (questions 1-5).

5 = *Exceptionally well*

2 = *Minimally*

4 = *Well*

1 = *Not at all*

3 = *Adequately*

0 = *Do not know/Cannot answer*

1. The supervisor has assigned tasks consistent with the educational intent of the internship.
2. The supervisor communicates effectively with the intern, providing timely feedback on job performance.
3. The supervisor has provided opportunities for mentoring beyond the performance of required tasks.
4. The supervisor and other staff have conducted themselves in a professional manner.
5. The intern would recommend this placement to other CUA students.
6. Describe the three most rewarding aspects of this internship.
7. Describe any areas that you find challenging about this internship.
8. Based on your experience in this internship so far, would you consider applying for a permanent position in this organization? Why or why not?
9. Any other comments you wish to make about this internship.

## **Supervisor Final Evaluation:**

Using the following code, please circle the number that best completes each statement. Personal comments may be provided but will not be shared with the candidate.

5 = *Exceptionally well*

2 = *Minimally*

4 = *Well*

1 = *Not at all*

3 = *Adequately*

0 = *Do not know/Cannot answer*

1. The intern was faithful to his/her commitments as described in the Internship Agreement Form
2. The intern communicated responsibly with me.
3. The intern was faithful to his/her time commitment as described in the Internship Agreement Form.
4. The intern exercised his/her responsibilities in a professional manner.
5. The intern demonstrated competency in his/her responsibilities.
6. The intern was not afraid to roll up his/her shirt sleeves to get a job done.
7. The intern worked well with co-workers and volunteers.
8. The intern was open to learning.
  - A. Describe any areas in which you note improvement in the intern's performance since the interim evaluation.
  - B. Describe any areas in which you feel the intern still needs to improve.
  - C. Based on your entire experience of supervising this intern, would you look forward to working with him/her as a future colleague? Why or why not?
  - D. Any other comments you wish to make about this intern.

## **Student Final Evaluation:**

Using the following code, please circle the number that best completes each statement. Personal comments may be provided but will not be shared with the candidate.

5 = *Exceptionally well*

2 = *Minimally*

4 = *Well*

1 = *Not at all*

3 = *Adequately*

0 = *Do not know/Cannot answer*

1. The supervisor has assigned tasks consistent with the educational intent of the internship.
2. The supervisor communicates effectively with the intern, providing timely feedback on job performance.
3. The supervisor has provided opportunities for mentoring beyond the performance of required tasks.
4. The supervisor and other staff have conducted themselves in a professional manner.
5. The intern would recommend this placement to other CUA students.
  - A. Describe any areas in which you note improvement in the internship since the midterm evaluation.
  - B. Describe any areas of the internship that continue to prove challenging.
  - C. Based on your entire experience of this internship, would you look forward to a permanent placement with this organization? Why or why not?
  - D. Any other comments you wish to make about this internship.