

I/O & OHP INTERNSHIP EVALUATION FORM

Student name:

Dates of internship:

Internship organization:

Internship supervisor:

Task Performance. The following items relate to performance of student intern on tasks explicitly identified in the job description. For each item, please circle your response. During the internship, the student...

	Never	Rarely	Occasionally	Frequently	Very Frequently
1. was able to meet set deadlines and work-related goals	1	2	3	4	5
2. was able to separate main issues from side issues	1	2	3	4	5
3. was able to perform his/her work well with minimal time and effort	1	2	3	4	5

Contextual Performance. The following items relate to the performance of the student intern on extra-ordinary tasks not explicitly identified in the job description. For each item, please circle your response. During the internship, the student...

	Never	Rarely	Occasionally	Frequently	Very Frequently
4. collaborated well with others	1	2	3	4	5
5. listened to others well	1	2	3	4	5
6. communicated well with others	1	2	3	4	5
7. took initiative when there was a problem to be solved	1	2	3	4	5
8. started new tasks when old ones were finished	1	2	3	4	5
9. asked for help when needed	1	2	3	4	5
10. was open to criticism of his/her work	1	2	3	4	5
11. accepted challenging work tasks, when available	1	2	3	4	5

Adaptive Performance. The following items relate to the performance of the student intern with regard to the changing demands of work. For each item, please circle your response. During the internship, the student...

	Never	Rarely	Occasionally	Frequently	Very Frequently
12. worked to acquire new job knowledge	1	2	3	4	5
13. worked to develop new job skills	1	2	3	4	5
14. was able to cope well with difficult situations and setbacks	1	2	3	4	5
15. came up with creative solutions to new problems	1	2	3	4	5
16. easily adjusted to changes in his/her work	1	2	3	4	5

Counterproductive Behavior. The following items relate to any potential negative behaviors that may have been demonstrated by the student intern during his/her work. For each item, please circle your response. During the internship, the student...

	Never	Rarely	Occasionally	Frequently	Very Frequently
17. complained about unimportant matters	1	2	3	4	5
18. focused on the negative aspects of a work situation, instead of on the positive aspects	1	2	3	4	5
19. left work unfinished requiring someone else to finish it	1	2	3	4	5
20. quarreled with my colleagues, manager, or customers	1	2	3	4	5

Overall Performance. The following items relate to the overall performance of the student intern. For each item, please circle your response.

21. How do you rate the quality of the students work?	Very Poor	Poor	Barely Acceptable	Good	Very Good
22. Compared to other interns, how do you rate the quality of the student's work?	Much Worse	Slightly Worse	Similar	Slightly Better	Much Better
23. How often was the quality of the student's work below your expectations?	Never	Rarely	Occasionally	Frequently	Very Frequently

Additional comments:

Student:

Date:

Supervisor:

Date:

Program Director:

Date: