



**Graduate Internship Program
Agency Evaluation of Intern**

Intern's Name: _____

Agency: _____

Position Title: _____

Supervisor's Name: _____

Address: _____

Phone: _____ Email address: _____

Term of the internship: Spring semester/year _____ Summer semester/year _____ Fall semester/year _____

Describe the intern's duties and responsibilities:

Describe the intern's specific projects:

Describe any new skills that the intern acquired during the internship:

How valuable to you and your organization was the work completed by the intern?

- very valuable
 valuable
 somewhat valuable
 not valuable

Please rate the intern's performance in the following areas, using the following scale:

- 4: Exceptional - Consistently exceeded expectations
 3: Good - Sometimes exceeded expectations
 2: Fair - Met expectations
 1: Unsatisfactory - Did not meet expectations

a. Exhibits a positive and professional attitude	4	3	2	1
b. Effectively manages her/his time	4	3	2	1
c. Seeks out and utilizes appropriate resources	4	3	2	1
d. Comprehends and follows instructions	4	3	2	1
e. Has the skills necessary to complete assigned projects	4	3	2	1
f. Communicates ideas and concepts clearly	4	3	2	1
g. Demonstrates effective communication skills	4	3	2	1
h. Exhibits a self-motivated approach to work	4	3	2	1
i. Respects the diversity of co-workers	4	3	2	1
j. Establishes effective working relationships with co-workers	4	3	2	1

Please indicate your assessment of the intern's performance using the following scale:

- 3: Exceeds what is expected of a professional in a similar capacity
 2: Equals what is expected of a professional in a similar capacity
 1: Below what is expected of a professional in a similar capacity

a. Quality of work	3	2	1	N/A
b. Quantity of work	3	2	1	N/A
c. Problem solving	3	2	1	N/A
d. Job knowledge	3	2	1	N/A
e. Attitude	3	2	1	N/A
f. Teamwork	3	2	1	N/A
g. Dependability	3	2	1	N/A
h. Adaptability	3	2	1	N/A
i. Initiative	3	2	1	N/A

Overall evaluation: What is your overall evaluation of the intern's performance?

- Exceeds what is expected of a full-time employee in a similar capacity.
 Equals what is expected of a full-time employee in a similar capacity.
 Below what is expected of a full-time employee in a similar capacity.

Do you have any suggestions for improving the Levin School of Urban Affairs Graduate Internship Program?

Additional comments:

(Please feel free to use the other side of the page or attach a separate sheet to address other observations/comments.)

Please respond to the following questions:

Has the internship evaluation been discussed with the student? Yes No

Would you like to host another intern? Yes No

Do you have any objection to the content of this evaluation being made available to the student? Yes No

Evaluator's Signature: _____ **Date:** _____

Please return this evaluation to:

Public Affairs Student Services Center

Maxine Goodman Levin School of Urban Affairs

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Campus Location: 1717 Euclid Avenue, UR 205; Cleveland, Ohio 44115

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Email: urbaninternships@csuohio.edu