



Intern Performance Assessment

Intern's Name _____

Work Site _____

Mentor's Name _____

Department _____

Instructions: Both the mentor and the intern should complete the following assessment at the beginning and end of the experience. The midpoint assessment is at the discretion of the mentor and might be used as a tool for providing additional constructive feedback. The assessment is an important part of the program and can be used not only to give feedback but also to create dialogue between the intern and supervisor regarding the internship experience. The assessments should be emailed or faxed to your Business Partnership Specialist.

Initial, Midpoint & Final Assessment:

A =Excellent • B =Meets Expectations • C =Needs Improvement • D =Poor • F = No Experience

WORKFORCE DEVELOPMENT COMPETENCIES

Assessment Table	Initial Assessment (end of week one)		Midpoint Assessment (Optional)		Final Assessment (end of week 6)	
	Date:		Date:		Date:	
Person Conducting Assessment → Competencies↓	Intern	Mentor	Intern	Mentor	Intern	Mentor
PROFESSIONALISM: The intern maintains good attendance and punctuality, adheres to the appropriate dress code, and demonstrates a good attitude and respect for diversity.						
Comments:						
COMMUNICATION: The intern demonstrates the ability to speak, write, read and use workplace vocabulary successfully at the program site and is able to communicate with managers, other employees and customers.						
Comments:						
TECHNOLOGY: The intern demonstrates hardware and software skills (e.g. word processing, spreadsheets, use of the Internet), and any other technology skills (e.g. fax machine, copy machine) related to the program environment.						
Comments:						
TEAMWORK: The intern is an active listener, has respect for others and is able to work as team members.						
Comments:						
LEADERSHIP: The intern demonstrates initiative, prioritizing, problem solving skills, decision-making skills, analytical skills and the ability to complete all projects.						
Comments:						

Mentor/Supervisor Signature _____

Date _____

Student Signature _____

Date _____