



Internship evaluation Pro-Forma

Name of intern: _____

This internship started on (date) _____ and was completed on (date) _____

At (company's name and location) _____

Please give a brief summary of internship:

Evaluation of personal/professional qualities of the intern observed during the internship.

Select one evaluation level for each area by marking "X" under that level that represents the intern's performance.

	Excellent	Good	Average	Poor	Does not
Ability to adapt to a variety of tasks					
Decision making; judgment; setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the internship					
Attention to accuracy and details					
Willingness to ask for and use guidance					
Ability to cope in stressful situation					
Ability to organize, classify & deliver information effectively					
Ability to plan with and work cooperatively with others					
Professionalism; Demonstrated interest in the issues, policies, & organizations related					

Additional comments:- _____

_____.

Signature of concerned official and date of evaluation:- _____