



Intern Evaluation Form

All Interns must be evaluated by their assigned supervisor at the end of each semester, or upon completion of their internship. Intern supervisors should provide formal oral and written feedback using the attached Intern Evaluation Form. This close-out evaluation of the internship must be included as part of the employee offboarding process. Performance feedback should not be limited to offboarding. It is highly encouraged for feedback to be performed throughout the duration of the intern's appointment.

- Intern Evaluation Form can be found via [Student Internship HR Central](#)
- Save the Intern Evaluation Form as: **LAST NAME_FIRST NAME Intern Evaluation**
- Upon completion e-mail the form to OHRoperations@peacecorps.gov

***Please download the form vs completing it within SharePoint.**



Intern Evaluation Form

Evaluation Period Covered: From: _____ To: _____		
Employee Name (Last, First, MI):	Position Title:	
Organization (e.g., VRS/OHR/CFO):	Grade:	
Supervisor Signature:	Supervisor Printed Name:	Date:
Employee Signature:	Employee Printed Name:	Date:

Please evaluate this student intern on the following competencies by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement
Accountability: Assumes responsibility for successfully accomplishing work objectives and delivering business results; setting high standards of performance for self and others.				
Collaboration: Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.				
Communication: Articulates and delivers clear, effective, written, and verbal communication and takes responsibility for understanding others by demonstrating effective listening skills.				
Critical thinking: Obtains information and identifies key issues and implications to make informed and objective decisions. Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal/outcome.				
Time management: Plans, organizes, and completes work activities in a timely manner; manages several tasks at once by demonstrating ability to prioritize.				



Describe the ways in which the intern's performance benefited your office.				
What development have you observed in the student's skills, knowledge, personal and/or professional performance?				
What do you consider to be the intern's strengths?				
In what areas does the intern need to improve?				
Overall, how do you rate your overall experience with this intern?	Excellent	Good	Average	Poor