



Career Readiness Resources

Intern Evaluations (Mid-Semester and Final)

Courtesy of Bryant University

**Amica Center for Career Education
Bryant University**

Intern Performance Evaluation: Mid-Semester

The Amica Center for Career Education has significantly revised the mid-performance and final performance evaluations to enable each Bryant intern and work site supervisor to assess learning as it relates to professional and personal development. The new evaluations are directly based on the **8 Career Readiness Core Competencies*** published by the National Associate of Career and Employers, which are defined within the survey.

Interns: Provide this performance evaluation to your supervisor to complete, review with you and sign. Upload completed evaluation to Banner. Your professor will be emailed prompting him/her to review your evaluation by accessing it in Banner. (Tip: When scanning, save multiple pages as one document)

Supervisors: Rating instructions for each domain:

When given the opportunity, how often has the intern demonstrated the domain behavior below while on the internship? Please circle the appropriate rating for each competency area, using the following rating scale:

- 4 = Always or almost always. This person performs the action just about every time
- 3 = Often. This person performs the action on most occasions
- 2 = Sometimes. This person performs the action about half of the time
- 1 = Seldom. This person often does not perform the action
- NA = No opportunity to observe

Critical Thinking/Problem Solving

The intern exercises sound reasoning to analyze issues, make decisions, and overcome problems. The intern is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Oral/Written Communication

The intern articulates thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The intern has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Teamwork/Collaboration

The intern builds collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The intern is able to work within a team structure, and can negotiate and manage conflict.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Information Technology Application

The intern selects and uses appropriate technology to accomplish a given task. The intern is also able to apply computing skills to solve problems.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Leadership

The intern leverages the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The intern is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Professionalism/Work Ethic

The intern demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understands the impact of non-verbal communication on professional work image. The intern demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Career Management

The intern identifies and articulates skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identifies areas necessary for professional growth. The intern is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Global/Intercultural Fluency

The intern values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions. The intern demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Written Feedback:

Please provide any written feedback, commenting on the intern's performance as an intern. Are there opportunities for specific learning that will enhance the intern's performance? Are there opportunities to recognize the intern for commendable performance?

Intern's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

**Amica Center for Career Education
Bryant University**

Intern Performance Evaluation: FINAL End-of-Semester

The Amica Center for Career Education has significantly revised the mid-performance and final performance evaluations to enable each Bryant intern and work site supervisor to assess learning as it relates to professional and personal development. The new evaluations are based on the **8 Career Readiness Core Competencies*** published by the National Associate of Career and Employers, which are defined within the survey.

Interns: Provide this performance evaluation to your supervisor to complete, review with you and sign. Upload completed evaluation to Banner. Your professor will be emailed prompting him/her to review your evaluation by accessing it in Banner. (Tip: When scanning, save multiple pages as one document)

Supervisors: Rating instructions for each domain:

When given the opportunity, how often has the intern demonstrated the domain behavior below while on the internship? Please circle the appropriate rating for each competency area, using the following rating scale:

- 5 = Always or almost always. This person performs the action just about every time
- 4 = Often. This person performs the action on most occasions
- 3 = Sometimes. This person performs the action about half of the time
- 2 = Seldom. This person often does not perform the action
- NA = No opportunity to observe

Critical Thinking/Problem Solving

The intern exercised sound reasoning to analyze issues, make decisions, and overcome problems. The intern was able to obtain, interpret, and use knowledge, facts, and data in this process, and demonstrated originality and inventiveness.

Always 4	Often 3	Sometimes 2	Seldom 1	Not Applicable NA
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Oral/Written Communication

The intern articulated thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The intern demonstrated public speaking skills; was able to express ideas to others; and could write/edit memos, letters, and complex technical reports clearly and effectively

Always 4	Often 3	Sometimes 2	Seldom 1	Not Applicable NA
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Teamwork/Collaboration

The intern built collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The intern was able to work within a team structure, and can negotiate and manage conflict.

Always 4	Often 3	Sometimes 2	Seldom 1	Not Applicable NA
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Information Technology Application

The intern selected and used appropriate technology to accomplish a given task. The intern was also able to apply computing skills to solve problems.

Always 4	Often 3	Sometimes 2	Seldom 1	Not Applicable NA
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Leadership

The intern leveraged the strengths of others to achieve common goals, and used interpersonal skills to coach and develop others. The intern was able to assess and manage his/her emotions and those of others; used empathetic skills to guide and motivate; and organized, prioritized, and delegated work.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Professionalism/Work Ethic

The intern demonstrated personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understood the impact of non-verbal communication on professional work image. The intern demonstrated integrity and ethical behavior, acted responsibly with the interests of the larger community in mind, and was able to learn from his/her mistakes.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Career Management

The intern identified and articulated skills, strengths, knowledge, and experienced relevant to the position desired and career goals, and identifies areas necessary for professional growth. The intern was able to navigate and explore job options, understood and took the steps necessary to pursue opportunities, and understood how to self-advocate for opportunities in the workplace.

Always
4

Often
3

Sometimes
2

Seldom
1

Not Applicable
NA

Global/Intercultural Fluency

The intern demonstrated that they value, respect, and can learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The intern demonstrated openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Always
4

Often
3

Sometimes
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Seldom
1

Not Applicable
NA

Written Feedback:

Please provide any written feedback, commenting on the intern's overall performance as an intern. Are there opportunities for specific learning that will enhance the intern's performance? Are there opportunities to recognize the intern for commendable performance?

Intern's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____