

## Intern Performance Self-Evaluation Sheet

Intern: \_\_\_\_\_

Mentor/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**Please review each of the following areas and rate your workplace characteristics.**

Rating Scale — Level of Achievement

3 — Always demonstrates this characteristic

2 — Demonstrates this characteristic in most situations

1 — Meets minimum standards

0 — Not satisfactory

|  |          |          |          |          |
|--|----------|----------|----------|----------|
| <b>Working Productively</b><br>Means that an you have effective work habits and attitudes within a classroom setting.  | <b>3</b> | <b>2</b> | <b>1</b> | <b>0</b> |
| 1. Manages time and workload   |          |          |          |          |
| 2. Recognizes and applies quality standards in performance   |          |          |          |          |
| 3. Handles responsibility in a dependable manner   |          |          |          |          |
| 4. Carries out instructions  |          |          |          |          |
| <b>Learning Effectively</b><br>Means that you have skills in reading and writing; applying skills in acquiring information; and use learning tools and strategies. | <b>3</b> | <b>2</b> | <b>1</b> | <b>0</b> |
| 1. Listens carefully   |          |          |          |          |
| 2. Uses learning resources appropriately   |          |          |          |          |
| 3. Organizes information productively  |          |          |          |          |
| 4. Demonstrates appropriate reading strategies   |          |          |          |          |
| 5. Asks questions  |          |          |          |          |

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|--|----------|----------|----------|----------|
| <b>Communicating Clearly</b><br>Means that you are able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and options. | <b>3</b> | <b>2</b> | <b>1</b> | <b>0</b> |
| 1. Uses professional communication structures (spelling, grammar, content)   |          |          |          |          |
| 2. Writes and speaks understandably  |          |          |          |          |
| 3. Checks for accuracy   |          |          |          |          |
| 4. Demonstrates ability to listen effectively  |          |          |          |          |
| 5. Uses language appropriate to situation  |          |          |          |          |
| <b>Working Cooperatively</b><br>Means that you can work with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.                  | <b>3</b> | <b>2</b> | <b>1</b> | <b>0</b> |
| 1. Plans and works cooperatively with others   |          |          |          |          |
| 2. Applies conflict management skills  |          |          |          |          |
| 3. Applies group problem-solving strategies  |          |          |          |          |
| 4. Establishes productive working relationships  |          |          |          |          |
| 5. Demonstrates respect for others through word and action   |          |          |          |          |
| 6. Provides feedback   |          |          |          |          |
| 7. Receives and accepts feedback   |          |          |          |          |
| <b>Acting Responsibly</b><br>Means that you recognize your personal responsibilities at the internship.  | <b>3</b> | <b>2</b> | <b>1</b> | <b>0</b> |
| 1. Applies appropriate work standards such as attending class regularly and punctually   |          |          |          |          |
| 2. Assumes responsibility for own performance by completing assignments  |          |          |          |          |
| 3. Performs assigned tasks to the best of his or her ability   |          |          |          |          |
| 4. Shows concern for proper work habits  |          |          |          |          |
| 5. Works productively and stays on task  |          |          |          |          |
| <b>Thinking Critically and Creatively</b><br>Means that you apply your knowledge when making decisions.  |          |          |          |          |
| 1. Demonstrates willingness to recognize others' points of view  |          |          |          |          |

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|---|--|--|--|--|
| 2. Exhibits perseverance in accomplishing tasks         |  |  |  |  |
| 3. Recognizes the difference between facts and opinions |  |  |  |  |
| 4. Articulates rationale behind ideas and opinions      |  |  |  |  |

**Now identify your areas of strength and areas for improvement.**

1. Choose two (2) areas of strength and give examples:

2. Choose two (2) areas for improvement and describe how you may go about improving.

## **Self-Reflection**

1. List three (3) new things you learned in this rotation.
2. List three (3) professional qualities you identify in your team.
3. What was the best part of rotation?
4. What was the worst part of rotation?
5. What additional skills do you want to learn?