

## Monthly Intern Evaluation

Intern:

DATE:

Job Coach:

INTERNSHIP:

**Number the appropriate column indicating intern skill level for related behaviors.**

4 — Excellent    3 — Doing Well    2 — Improving    1 — Needs Improvement

### Work Related Behaviors

<b>Social Behavior</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>AVG</b>
Handles Stress Professionally						
Makes Eye Contact						
Engages Appropriately with Team						
Admits Mistakes						
Accepts Praise						
Cooperative and Courteous						
<i>Comments:</i>	TOTAL					
<b>Communication</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>AVG</b>
Listens and Pays Attention						
Communicates Clearly Via Email						
Respects the Rights and Privacy of Others						
Asks for Help and Clarification when needed						
Verbal Communication Skills (initiates conversation)						
<i>Comments:</i>	TOTAL					
<b>Appearance</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>AVG</b>
Maintains Clean Appearance						
Dresses Appropriately for the Job						
Personal Hygiene						
<i>Comments:</i>	TOTAL					
<b>Job Performance</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>AVG</b>
Follows Directions						
Accepts Coaching/Feedback						
Follows Policies and Procedures						
Maintains Good Attendance						
Arrives On Time for Work and Leaves On Time						
Attends to Job Tasks Consistently						
Completes Tasks Accurately						
Works at Appropriate Rate						
Initiates New Tasks						
Works Well with Coworkers						
Follows the Proper "Chain of Command"						
<i>Comments:</i>	TOTAL					
<b>Total for all columns</b>						

