

FINAL STUDENT PERFORMANCE APPRAISAL

Intern's Name: _____ Date: _____

Agency Business: _____

Agency/Business Supervisor's Name: _____

To be completed by the Agency/Business Supervisor reviewed with the intern and returned to the University Supervisor. TO BE COMPLETED DURING THE FINAL WEEK OF THE INTERNSHIP.

Part I: PREPARATION, GUIDANCE AND TRAINING.

Did the intern have a clear understanding of the internship requirements and a working knowledge of agency/business practices and policies pertaining thereto?

- Very Definitely
- Good
- Average
- Somewhat Below Standard
- Unsatisfactory
- Not applicable or lack of information

Comments:

Did the intern have the basic training necessary to carry on his/her work successfully?

Yes No

Comments:

Was there any special training given to the intern to develop competencies/skills needed for the assignment?

Yes No

Comments:

What type of guidance was given to the intern during the assigned period?

NUMERICAL EVALUATION KEY:
(Place appropriate number on the line)

- 1 -- Unsatisfactory: A completely unsatisfactory performance in criteria.
- 2 -- Below Average: Not consistently satisfactory in criteria
- 3 -- Average: Adequate but no more than satisfactory
- 4 -- Good: Consistently better than satisfactory in criteria
- 5 -- Excellent: Meets top expectations of criteria
- 0 -- Inadequate information or does not apply to job

Part II: PERSONAL CHARACTERISTICS OF THE INTERN

_____ Attendance and Punctuality
Does the intern have a good attendance record? Is the intern punctual?
Comments:

_____ Personal Appearance
In relation to the job, is the intern neat, clean and appropriately dressed?
Comments:

_____ Resourcefulness
Does the intern use resources well and look for varied approaches and ideas?
Comments:

_____ Judgment and Problem Anticipation
Does the intern handle emergency situations, make common sense decisions and anticipate possible problem areas?
Comments:

_____ Motivational Skills
Is the intern enthusiastic? Does the intern generate interest? Can the intern get programs started?
Comments:

_____ Acceptance of Responsibility
Does this intern demonstrate considerable willingness to assume responsibility when situations call for it? Is the intern capable of standing on his/her own feet?
Comments:

_____ Initiative Creativity
Does the intern look for additional work, avoid idleness, originate ideas, and makes creative efforts?
Comments:

_____ Tact
Does the intern know what to say and when to say it?
Comments:

Personable, Positive Influence

_____ Is the intern friendly? Does the intern possess a sense of humor that can relax the group?
Comments:

Takes Criticism Constructively

_____ Is the intern willing to recognize and discuss weaknesses and work on personal problems?
Comments:

Part III: PROFESSIONAL RELATIONS

Public Relations Skills

_____ Is the intern tactful and diplomatic? Does the intern exhibit courteous behavior?
Comments:

Work Attitudes

_____ Is the intern industrious and willing to assist others? Does the intern do his/her share of the work with a positive disposition?
Comments:

Rapport with Staff

_____ Does the intern work harmoniously with others? Is the intern cooperative, considerate and helpful?
Comments:

Relates to Clients

_____ Does the intern demonstrate the ability to get people involved? Does the intern show interest, respect and concern for clients?
Comments:

Understands Special Needs of Clients

_____ Is the intern aware of limitations and individual differences among clients? Does the intern plan appropriately for these special needs?
Comments:

Adaptability

_____ Can the intern adjust plans and actions according to developing situations or changing moods of a group?
Comments:

Part IV: PROFESSIONAL PROFICIENCIES

Knowledge and Skills Performed

_____ Does the intern display a knowledge of fitness program skills and techniques in the development of activities?

Comments:

_____ Does the intern plan activities well in advance of the program?

Comments:

_____ Does the intern keep facilities and equipment in good condition?

Comments:

_____ Does the intern work well with the clientele?

Comments:

_____ Does the intern display a quality of leadership that encourages programs development and personal characteristics that are worthy of emulation?

Comments:

Written Communication and Reports

_____ Does the intern convey ideas clearly, make no errors and provide neat organized work on or before deadline?

Comments:

Oral Communication

_____ Does the intern express himself/herself well? Does the intern speak clearly and concisely in small and large groups?

Comments:

Solves Job Problems

_____ Can the intern identify problems and work effectively for a solution?

Comments:

Task Accomplishment

_____ Does the intern complete tasks effectively and within deadlines? Does the intern pursue difficult tasks to completion?

Comments:

Evaluation, Self-Improvement

_____ Does the intern analyze his/her performance for weaknesses then work for ways of self - improvement?

Comments:

Professional Growth

_____ Does the intern search for more knowledge and experience by attending meetings, reading and discussing and inquiring about the profession?

Comments:

Part V SUMMARY

Considering the following criteria in addition to any evaluative information particularly relative to your agency, what is your overall rating of this intern's performance. Please attach any additional evaluation forms. It is understood that each agency will weigh the criteria to its own particular situations.

RATING SCALE

- Excellent -- The top rating, the very best- "Outstanding" does not necessarily mean just the best of your present interns. It means just the very best you might reasonably hope for in an entry level worker in the position concerned. Be a bit cautious in giving this rating - it should go only to a "top flight" person, one whom you would hire without reservation and with enthusiasm.
- Above Average -- "Above Average" is a very good rating and indicates an all-around efficient performance on the intern's part. This is a person whom you would hire without reservation.
- Average -- "Average" means just satisfactory or what you would expect from any employee. "Average" performance is one without special strength or weakness. Performance is adequate and no more. This is a person whom you would hire with some reservations.
- Below Average -- A "Below Average" intern is not satisfactory in the performance at present. However, the intern is capable of improvement through further training or experience or a different placement. This would be a person whom you would not consider for employment.
- Unsatisfactory -- An "Unsatisfactory" rating shows that the intern is not suited to the job or appears not to be capable of doing better. This would be a person whom you would definitely reject.

Rating: _____

Comments:

Agency/Business Supervisor's Signature

Date

Intern's Signature

Date

Date Received _____

University Supervisor _____