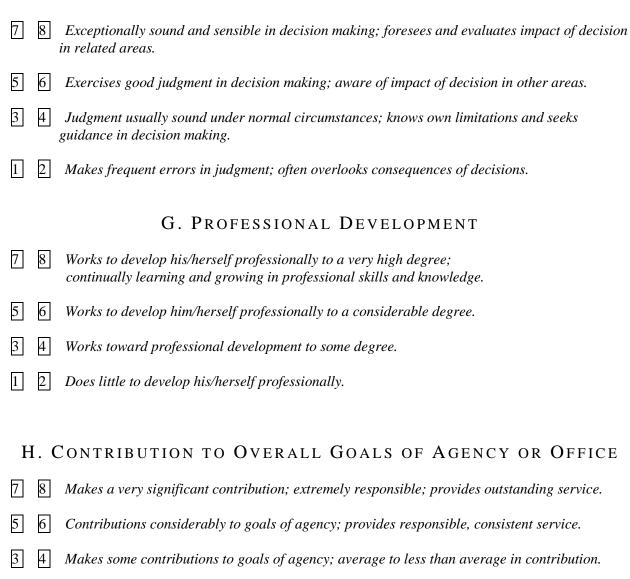


## INTERNSHIP PERFORMANCE APPRAISAL

_			
Supe		or:	
Agen	-		
Addr	ess:		
Phon	e:		
		This form should be filled out by the supervisor at the end of the interns.  The supervisor is requested to discuss this appraisal with the internse.	
Stude	ent I	ntern:	
Dates	of	Employment:, 20 to	_, 20
		Area I. General Performance Appr	
		A. Competence in Field or Special	LT Y
7 8	3 <i>1</i>	Extremely competent.	
5 6	<u> </u>	Average to high level of competence	
3 4	1	Somewhat competent; shows strength sometimes but is not consistent.	
1 2	2	Generally lacks competence.	
	_	ganizational and Administrative Effectives ing, Organizing and Implementing Tasks (	
7 8	3	Outstanding; plans, organizing, and implements all tasks and program	s very well.
5 6	5	Average and better; plans. Organizes, and implements some things qui	te well.
3 4	1	Fair; does routine tasks adequately	
1 2	2	Generally Poor	

		C. RELATIONSHIPS
7	8	Works extremely well with subordinates, peers, and superiors; is very effective interpersonally
5	6	Works well with others; this facilitates intern's handling of responsibilities.
3	4	Relates to others fairly well/ works better with some persons than others.
1	2	Has some difficulty in relating to others; this sometimes interferes with intern's effectiveness
		D. INITIATIVE AND RESOURCEFULNESS
7	8	Frequently makes ingenious suggestions; exceptionally self-reliant and resourceful; develops ideas and solutions to problems and follows through completely.
5	6	Has necessary drive and resourcefulness to deviate from routine and make effective suggestions; a self-starter upon whom one can depend to follow through on projects without continued direction.
3	4	Occasionally offers worthwhile ideas and suggestions when encouraged to do so; requires some follow-up to keep job going.
1	2	Needs detailed instructions; rarely develops any more effective ways of handling assignments; requires urging to keep job going.
		E. LEADERSHIP (IF APPLICABLE)
7	8	Capable and forceful leader; inspires and motivates persons to perform with maximum effort; develops subordinates and makes sound evaluations of their work.
5	6	Successful in motivation persons to perform effectively; gets good results from them; recognizes and develops capable personnel.
3	4	Accepted as "supervisor;" tries to develop subordinates; generally obtains adequate results from subordinates.
1	2	Does not have respect of subordinates; neglects or discourages the development of subordinates; sometimes abrogates leadership responsibilities.

## F. JUDGMENT



Does not contribute much to goals of agency.

1

## Accomplishments

List the major accon	nplishı	nents of	the into	ern dur	ing this	apprais	al perio	d.			
Areas of Improvement  List areas in which performance could be improved.											
			Ove	erall	Rati	ing					
	1 -	<b>2</b> □	<b>3</b> □					<b>8</b> □			
Reviewed with Intern	:	<b>Y</b> □	N □								