

## Internship Evaluation Form

The top part is to be filled out by the intern and presented to the supervisor at the internship site.

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Career Goals

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The following section is to be completed by the intern's supervisor and emailed to [internationalstudies@txstate.edu](mailto:internationalstudies@txstate.edu) or mailed to:

Texas State University  
Center for International Studies – Derrick 101  
601 University Drive  
San Marcos, Texas, 78666

Name of Evaluator: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Please indicate your approximate opinion of the intern's mastery of skills/abilities/technologies listed below by checking the appropriate box

Skill/Ability	Superior	Excellent	Average	Fair	Poor	N/A
Accounting Skills						
Adaptability						
Computer Skills						
Initiative						
Interpersonal Skills						
Management Potential						
Office Systems						
Organizational Skills						
Problem Solving						
Telephone Skill/Etiquette						
Work Ethic						
Writing Skills						
Integrity						
Verbal/Language Skills						

Work schedule of intern: \_\_\_\_\_  
 \_\_\_\_\_

Description of intern's assignments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What specific skills has the intern learned?: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Intern's effectiveness in completing assignments:** \_\_\_\_\_

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**Intern's strengths:** \_\_\_\_\_

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**Did the intern finish assignments in a timely manner?:** \_\_\_\_\_

**Was the intern punctual?:** \_\_\_\_\_

**Would you hire this intern if you had an opening?:** \_\_\_\_\_

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**Would you recommend this intern to another business for employment?:** \_\_\_\_\_

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**Other comments on intern's abilities:** \_\_\_\_\_

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