

Intern Full Name:

Supervisor Full Name:

Please use the values below to evaluate your intern's performance.

1. Unacceptable
2. Needs improvement
3. Meets expectations
4. Exceeds expectations
5. Outstanding
6. Not observed or not relevant

	1	2	3	4	5	6
Attendance						
Punctuality						
Work quality						
Ability and willingness to learn						
Knowledge of the business or organization						

1. What do you consider to be the strengths of this intern (personal qualities, skills, attitude, etc.)?

2. In what ways could the intern improve?

3. Has your intern learned any new skills during the internship? If so, please describe.

4. Do you have any other comments or suggestions for this intern?

Building Block Skills Development Checklist

Check the box corresponding to current level of skill performance »

You've just begun You're getting there You've got it You're good at it You're really good at it We haven't done it yet

Personal Mindset

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Needs minimal supervision to complete tasks.						
» Attempts to complete tasks independently before asking for help.						
» Follows rules/directions as required by the task/situation.						
» Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.						
» Avoids actions that have produced undesirable consequences or results in the past.						
» Strives to overcome barriers/set-backs, seeking assistance when needed.						
» Adapts approach in response to new conditions or others' actions.						

Planning for Success

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.						
» Breaks goals into actionable steps.						
» Accurately estimates level of effort and establishes realistic timelines.						
» Manages time to complete tasks on schedule.						
» Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals.						
» Monitors progress and own performance, adjusting approach as necessary.						
» Demonstrates a belief that one's own actions are associated with goal attainment.						

Social Awareness

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Recognizes the consequences of one's actions.						
» Balances own needs with the needs of others.						
» Takes into consideration others' situations/feelings.						
» Develops and implements strategies for navigating in different contexts (i.e., manages different patterns of behavior, rules, and norms).						

Communication

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Organizes information that serves the purpose of the message, context, and audience.						
» Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience.						
» Signals listening according to the rules/norms of the context and audience.						
» Seeks input to gauge others' understanding of the message.						
» Asks questions to deepen and/or clarify one's understanding when listening to others.						

Collaboration

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Completes tasks as they have been assigned or agreed upon by the group.						
» Helps team members complete tasks, as needed.						
» Encourages the ideas, opinions, and contributions of others, leveraging individual strengths.						
» Provides feedback in a manner that is sensitive to others' situation/feelings.						
» Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.						
» Seeks to obtain resolution of disagreements/conflicts to achieve a common goal.						

Problem Solving

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Defines problems by considering all potential parts and related causes.						
» Gathers and organizes relevant information about a problem from multiple sources.						
» Generates potential solutions to a problem, seeking and leveraging diverse perspectives.						
» Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.						
» Evaluates the advantages and disadvantages associated with each potential solution identified for a problem.						
» Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.						