**INTERNSHIP EVALUATION FORM Spring 2021**

***Intern Name***:

**Institutional Site and address of Internship**:

**Intern’s On-Site Supervisor (Name, email; phone #):**

**Evaluation form key**: 1=unsatisfactory; 2=needs improvement; 3=satisfactory;4=above average;5=outstanding NA=not applicable, student not observed doing this

Give a number reflecting student performance to the following:

**Quality of Work** (accurate & thorough):

**Quantity of Work** (met goals set by dept):

**Use of Time** (efficient/effective use to complete tasks):

**Initiative** (ability to work independently):

**Communication Skills** (overall):

**Verbal Communication Skills**:

**Written Communication Skills**:

**Grasp of Subject** (understanding of applicable standards & procedures):

**Ability to apply classroom experience to real time projects**:

**Creativity**:

**Job Judgement** (ability to make appropriate work related decisions):

**Interpersonal relations/teamwork** (effectiveness in working with others):

**Adaptability** (ability to alter activities to accommodate change):

**Dependability**:

**Punctuality**:

**Attendance**:

**Problem solving/critical thinking skills**:

**Answer the following in narrative form**:

**Strengths** of Intern:

**Areas for Improvement**:

**What do you think the student gained from the internship**?

**If you had an appropriate position would you be willing to hire this student at your library?**

**Name of Evaluator/Date** of Evaluation:

**Mailing Address** and **email** of Evaluator:

Thank you for hosting this internship; we hope to work with you again in the future.