

Duquesne University

Final Performance Assessment Form

INSTRUCTIONS: This document must be completed and signed **BY YOUR SUPERVISOR AT YOUR INTERNSHIP LOCATION**. Your supervisor should review his/her performance assessments with you, which will be indicated by your signature at the end of the assessment. This form should be submitted to your internship/practicum supervisor **at mid semester** and at **the end of the semester**.

Start Date: _____ End Date: _____ Today's Date: _____

STUDENT NAME: _____

Company/Organization: _____

Supervisor Name: _____

Intern Name: _____

General Duties:

Summary:

PERFORMANCE ASSESSMENT CRITERIA QUESTIONNAIRE

Please provide a rating from 1 to 5 that best represents your assessment of your intern's performance. You can indicate your rating by checking the box under the respective number.

| Communication Skills | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-----|-------------------|----------|-------|----------------|
| The intern demonstrates the ability to verbally convey information, in formal and informal situations, and in a manner that is clear, concise, organized, and professional. | | | | | |

Comments: _____

| Professionalism | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern demonstrates courtesy, respect, and maturity in all situations. | | | | | |

Comments: _____

| Attire | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern dressed appropriately for the roles and responsibilities defined at the internship location. Intern also followed dress code policies defined at internship location. | | | | | |

Comments: _____

| Participation | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-----|-------------------|----------|-------|----------------|
| The intern demonstrates effective and respectful listening skills and contributes in a collaborative way in all situations. | | | | | |

Comments: _____

| Attendance/Punctuality | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern meets this stated attendance policies set by his/her supervisor. Intern also arrives at location promptly and stays until permissible to leave. | | | | | |

Comments: _____

| Preparedness/Efficiency | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern demonstrates that assigned work is completed by stated due dates and is prepared for meetings and all other forms of collaboration. | | | | | |

Comments: _____

| Respect and Collaboration | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-----|-------------------|----------|-------|----------------|
| The intern works well with his/her supervisor, as well as others at this internship location. The intern treats all with general respect and integrity. | | | | | |

Comments: _____

| Self-Motivation | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern demonstrates a proactive nature towards his/her work and can respond to new challenges independently. Intern also demonstrates a genuine interest to learn. | | | | | |

Comments: _____

| Writing Skills | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-----|-------------------|----------|-------|----------------|
| The intern demonstrates professionalism and effective communication in all of his/her documents presented to his/her supervisor and others within the organization. | | | | | |

Comments: _____

| Software/Technical Skills | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern demonstrates adequate knowledge of software tools necessary to complete his/her work. Intern also displays a willingness to learn more in this arena. | | | | | |

Comments: _____

| Analytical Skills | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|---|-----|-------------------|----------|-------|----------------|
| The intern demonstrates abilities to analyze needs and/or problems to provide the appropriate solutions to those needs and/or problems. | | | | | |

Comments: _____

| Ethics | N/A | Strongly Disagree | Disagree | Agree | Strongly Agree |
|--|-----|-------------------|----------|-------|----------------|
| The intern respects the ethical policies of confidentiality within the organization and demonstrates high standards of ethical behavior in relation to the industry, the organization, and the people within it. | | | | | |

Comments: _____

Assessment Agreement:

By signing below, you agree that:

- This document has been completed by the supervisor at the internship location.
- The supervisor has reviewed his/her assessment in this document with the respective intern.
- Both the intern and the supervisor have discussed the information in this document and agree that it is the most accurate assessment of the intern's general performance at the respective internship location.

Supervisor Signature: _____ **Date:** _____

Intern Signature: _____ **Date:** _____