Intern Evaluation: Supervisor Form

Intern name: __________________________________________________________

Date of evaluation: ______ / ______ / ______

Supervisor: __________________________________________________________

Internship site: ______________________________________________________

Instructions

This form is designed to help supervisors provide feedback about the performance of interns. The form usually takes just five or ten minutes to complete, and your answers and comments will be much appreciated. This form will become part of the intern’s record for this course and may be considered in assigning grades for the internship. Please answer each item using the scale provided. Space is provided following each category group for specific comments. Please also consider your evaluations in the context of the developmental stage of the intern’s training. In other words, please indicate below at which level of training you see the intern (e.g., basic undergraduate, advanced graduate) and how they compare with others at that level. If you feel it would be helpful to put anything into context at the outset, please feel free to do so below. There is also additional space at the end of this form for general comments.

Intern’s training and development level: _________________________________

Initial comments: ____________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
**Answer Code for Evaluation Items and Questions**

Please use the scale below to evaluate the intern’s performance relative to others at comparable stages of education and training. NA: Not applicable or not enough information to form a judgment.

1. Far below expectations—needs much improvement, a concern
2. Below expectations—needs some improvement to meet standards
3. Acceptable—meets standards at average level for interns
4. Above expectations—performs above average level for interns
5. Far above expectations—a definite strength, performs well beyond average levels for interns

**I. Basic Work Requirements**

- Arrives on time consistently
- Uses time effectively
- Informs supervisor and makes arrangements for absences
- Reliably completes requested or assigned tasks on time
- Completes required total number of hours or days on site
- Is responsive to norms about clothing, language, and so on, on site

**Comments:**

Suggested areas for further study:

**II. Ethical Awareness and Conduct**

- Has knowledge of general ethical guidelines
- Has knowledge of ethical guidelines of internship placement site
- Demonstrates awareness and sensitivity to ethical issues
- Personal behavior is consistent with ethical guidelines
- Consults with others about ethical issues if necessary

**Comments:**

Suggested areas for further study:
III. Knowledge and Learning

A. Knowledge of Client Population
   ______ Knowledge level of client population at beginning of internship
   ______ Knowledge level of client population at end of internship

B. Knowledge of Treatment Approach
   ______ Knowledge of treatment approach at beginning of internship
   ______ Knowledge of treatment approach at end of internship

C. Knowledge of Treatment Setting
   ______ Knowledge of treatment setting at beginning of internship
   ______ Knowledge of treatment setting at end of internship

D. Learning
   ______ Is receptive to learning when new information is offered
   ______ Actively seeks new information from staff or supervisor
   ______ Has ability to learn and understand new information
   ______ Has understanding of concepts, theories, and information
   ______ Has ability to apply new information in clinical setting

Comments: _____________________________________________________________
__________________________________________________________
__________________________________________________________

Suggested areas for further study: __________________________________________
__________________________________________________________
__________________________________________________________

IV. Skill Development

List specific skill and competency areas of focus for this intern during the placement (e.g., assessment, writing, interviewing, diagnosis, individual therapy, group therapy).

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<tr>
<th>Performance</th>
<th>Skill Area</th>
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V. Response To Supervision

_____ Actively seeks supervision when necessary
_____ Is receptive to feedback and suggestions from supervisor
_____ Understands information communicated in supervision
_____ Successfully implements suggestions from supervisor
_____ Is aware of areas that need improvement
_____ Has willingness to explore personal strengths and weaknesses

Comments: ________________________________________________________________

________________________________________________________________________

Suggested areas for further study: ____________________________________________

________________________________________________________________________

VI. Interactions with Clients

_____ Appears comfortable interacting with clients
_____ Initiates interactions with clients
_____ Communicates effectively with clients
_____ Builds rapport and respect with clients
_____ Is sensitive and responsive to clients’ needs
_____ Is sensitive to cultural differences
_____ Is sensitive to issues of gender differences

Comments: ________________________________________________________________

________________________________________________________________________

Suggested areas for further study: ____________________________________________

________________________________________________________________________
VII. Interactions with Coworkers

______ Appears comfortable interacting with other staff members
______ Initiates interactions with staff
______ Communicates effectively with staff
______ Effectively conveys information and expresses own opinions
______ Effectively receives information and opinions from others

Comments: 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Suggested areas for further study: 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

VIII. Work Products

______ Reliably and accurately keeps records
______ Written or verbal reports are accurate and factually correct
______ Written or verbal reports are presented in professional manner
______ Reports are clinically or administratively useful

Comments: 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Suggested areas for further study: 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Overall, what would you identify as this intern’s strong points? 
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
What would you identify as areas in which this intern should improve?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you recommend this intern for employment at his or her present level?
Please explain: ___________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you recommend this intern for continued graduate studies?
Please explain: ___________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor’s signature: ___________________________________________________________________  Date: ____________

Thank you for your time in supervising this intern and in completing this evaluation.