Intern Evaluation: Intern Form

Intern name: ____________________________________________

Date of evaluation: _____ / _____ / ______

Supervisor: ____________________________________________

Placement site: __________________________________________

Instructions

Your supervisor will be asked to complete an evaluation form designed to assess your performance during your internship. This form is provided to help you assess your own performance. It is essentially identical to the one given to your supervisor. The form usually takes just five or ten minutes to complete. It will become part of your 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 consider your evaluations in the context of the developmental stage of your training. In other words, please indicate below what your current level of training is (e.g., basic undergraduate, advanced graduate) and how you compare to others at that level. If you feel it would be helpful to put anything into context from 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**

Please use the scale below to evaluate your 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**

- _____ Knowledge of general ethical guidelines
- _____ Knowledge of ethical guidelines of internship placement
- _____ 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
   ______ Receptive to learning when new information is offered
   ______ Actively seeks new information from staff or supervisor
   ______ Ability to learn and understand new information
   ______ Understanding of concepts, theories, and information
   ______ 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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<th>Performance</th>
<th>Skill Area</th>
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V. Response to Supervision

- Actively seeks supervision when necessary
- Receptive to feedback and suggestions from supervisor
- Understands information communicated in supervision
- Successfully implements suggestions from supervisor
- Aware of areas that need improvement
- 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 your strong points?


What would you identify as areas in which you should improve?

________________________________________

________________________________________

________________________________________

Do you believe you are prepared for employment at your present level?
Please explain: __________________________________________

________________________________________

________________________________________

Do you believe you are ready for continued graduate studies?
Please explain: __________________________________________

________________________________________

________________________________________

Intern’s signature: ____________________________ Date: ___________