

English Undergraduate Internships: Midterm Job Performance Evaluation Form

The goal of this form is to assess the progress of the student intern halfway through the internship period, and to offer positive feedback and suggestions for improving performance. Thank you for taking the time to consider the contributions of this intern to your organization.

Student name:

Student ID:

Organization Name:

Supervisor Name:

Supervisor Phone/email:

1. Please evaluate the performance of the student intern to date by circling “Satisfactory” or “Needs Improvement.” If you select “Needs Improvement,” please include a brief explanation in the space below.

Student works agreed upon number of hours, and is timely and reliable.

Satisfactory Needs Improvement

Comments:

Student meets deadlines for completing projects.

Satisfactory Needs Improvement

Comments:

Student demonstrates satisfactory writing skills (if applicable).

Satisfactory Needs Improvement

Comments:

Student demonstrates satisfactory verbal communication skills (if applicable).

Satisfactory Needs Improvement

Comments:

Student is making satisfactory progress toward internship goals and projects.

Satisfactory Needs Improvement

Comments:

Student demonstrates problem-solving skills.

Satisfactory Needs Improvement

Comments:

Student shows initiative.

Satisfactory Needs Improvement

Comments:

Student works well with coworkers and supervisors.

Satisfactory Needs Improvement

2. Optional: Use this section to elaborate your comments from above, or offer additional comments on the performance of your student intern.

Signature of Supervisor: _____ Date: _____

Signature of Student: _____ Date: _____