

Intern Evaluation Form – Summer 2020/21

The Intern Evaluation Form is for managers to provide feedback to the intern based on their experience over the internship period and in response to the goals outlined in the Learning Contract.

Intern	
Manager	
Company	
Overall comments of intern performance. Include any insights about how your intern achieved their work goals and demonstrated competency in the skills highlighted in the Learning Contract.	Comments:
	Strengths <ol style="list-style-type: none"> 1. Student has displayed... 2. Student has displayed... Areas for improvement <ol style="list-style-type: none"> 1. Student could improve... by doing... 2. Student could improve... by doing...

Learning Contract Goal Evaluation

Referencing the goals established in the Learning Contract at the start of the internship, rank your interns performance of each goal.

Scale

4 – Exceptional; consistently demonstrates over and above your expectations

3 – Successful; demonstrated more than once to a high degree

2 – Satisfactory; adequate performance but can make improvements

1 – Below Expectations; needs improvement in order to perform to your expectations

Intern Evaluation Form

Goal #1

Gain knowledge of the operations of my organisation, team and department, and observe how they interact and work with other functions within the organisation.

1 – Below Expectation	2 - Satisfactory	3 - Successful	4 - Exceptional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goal #2

Build transferable skills and knowledge that will contribute to greater performance at university and work, including developing presentation and public speaking skills.

Top 5 Graduate Capabilities – selected in Learning Contract	1	2	3	4
#1 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#5 –	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary Graduate Capabilities	1	2	3	4
Personal Leadership Adapts to change, Self-motivated, Problem solving, Makes sound judgement & Takes responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Actualisation Self-awareness, Plays to strengths, Considerate, Learns from mistakes, Identifies differences & Driven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivering Results & Meeting Expectations Positivity, Uses feedback, Attention to detail, Identifies priorities, Exceeds expectations & Balanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships & Teamwork Shows appreciation, Develops relationships, Taking direction,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intern Evaluation Form

Flexible, Interdependent & Being accountable				
Communication Professionalism, Verbal, Reads cues, Active listener, Written & Timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goal #3

Support the team through the delivery of my own project, [add details] and contribute to ongoing work in the business including [add details].

1 – Below Expectation	2 - Satisfactory	3 - Successful	4 - Exceptional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Attributes

Personal Leadership Navigates present and upcoming challenges despite the situation or circumstance	Self-Actualisation Builds resilience through understanding of strengths and potential.	Delivering Results & Meeting Expectations Surpasses expectations & delivers results to internal/external clients.	Relationships & Teamwork Establishes good relationships & works collaboratively as part of a team.	Communication Influences others through good communication.	Culture & Community Driven by the communities we serve & empowers Indigenous advancement.
Autonomy Can act autonomously and lead their own projects and initiatives.	Driven Has a desire to reach their potential and become the best that they can be.	Balanced Takes pride in work and effectively balances quality, service, and productivity.	Being accountable Transparent when anticipating problems or errors and proposes solutions.	Timing Communicates and responds to issues in a timely manner	Relationships Deepens connection to other interns & Alumni & creates mutually beneficial relationships.
Takes responsibility Does what they say they will do, when they say they will do it.	Differences Constructively identifies difference in ideas and opinions with others.	Exceeds expectations Driven to deliver over and above the expectations of clients.	Interdependent Seeks help and support from the right people at the right time.	Written Writes in a clear concise manner, using appropriate grammar, style and language for the reader.	Impacting Positively contributes to programs & initiatives that are important within the Indigenous community.
Makes sound judgement Exercises sound judgement and makes good decisions in difficult or stressful situations.	Learns from mistakes Finds value and comfort in learning from mistakes and uses it to build performance.	Identifies priorities Seeks to understand the main work priorities from clients.	Flexible Adjusts to the style of others and is open to new and different ways of doing things.	Active listener Concentrates on what's being said and empathises to gain understanding and perspective from others	Empowers others Mentors less experienced students in the program by encouraging and providing support.
Problem solving Demonstrates curiosity to learn and solve problems by breaking down complex issues into smaller tasks.	Considerate Seeks to solve problems and issues beyond their own.	Attention to detail Pays attention to detail and focuses on issues that are relevant to the situation.	Taking direction Involves others in decisions and is comfortable taking direction.	Read cues Identifies the style and preferences of others and changes their approach to build influence.	Enhancing Driven to support the preservation & growth of Aboriginal & Torres Strait Islander culture & communities.
Self motivated Finds strength and reason to do what needs to be done, even when things are challenging.	Plays to strengths Acknowledges own strengths and uses it to build resilience and performance.	Uses feedback Views feedback as important and uses it to improve processes and performance.	Develops relationships Builds and maintains relationships based on mutual trust and respect.	Verbal Speaks with clarity, confidence and directness while showing appropriate sensitivity to the receiver.	Leverages expertise Uses their area of experience & expertise to contribute to community.
Adapts to change Navigates ambiguity and accepts new ideas and initiatives.	Self-awareness Knows their personality style, can detect their feelings and is aware of their impact on behaviour.	Positivity Motivated to exceed expectations and carries out tasks with enthusiasm.	Shows appreciation Lets others know they are valued for their help and support.	Professionalism Communicates with courtesy and professionalism.	Community-oriented Values community service & sees empowering others as a personal responsibility.