

# Summer Intern Evaluation

Intern	
Manager	
Employer	
<p><b>Overall comments of intern performance.</b></p> <p>Include any insights about how your intern achieved their work goals and demonstrated competency in the skills highlighted in the Learning Contract.</p>	<p><b>Comments:</b></p>
	<p><b>Strengths:</b></p> <p>1.</p> <p>2.</p> <p><b>Areas for improvement:</b></p> <p>1.</p> <p>2.</p>

## Assessment of Top 5 Skills – Agreed in Goal 2 of the Learning Contract

**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

	1	2	3	4
<p><b>Skill #1 –</b></p> <p><u>Feedback</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skill #2 – <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill #3 – <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill#4 – <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill#5 – <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Evaluation of Goals rated 1-4 – Agreed in Learning Contract

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

	1	2	3	4
Goal #1 – Knowledge of Department <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Goal #2 – Skills to Develop</b>  <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal #3 – Ongoing project delivery</b>  <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Goal#4 –</b>  <u>Feedback</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Summary Evaluation

As a program we track how all of our interns are performing against key graduate capabilities from our graduate attributes framework. We analyse this information and use it to design and develop learning programs that will build our interns skillset in these key areas. Please complete the table below to help us with this work.

	1	2	3	4	n/a	Comments
<b>Personal Leadership</b> Adapts to change Self-motivated Problem solving Makes sound judgement Takes responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Self-Actualisation</b> Self-awareness Plays to strengths Considerate Learns from mistakes Identifies differences Driven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Delivering Results &amp;</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Meeting Expectations</b> Positivity Uses feedback Attention to detail Identifies priorities Exceeds expectations Balanced						
<b>Relationships &amp; Teamwork</b> Shows appreciation Develops relationships Taking direction Flexible Interdependant Being accountable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Communication</b> Professionalism Verbal Reads cues Active listener Written Timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Next Internship

	Yes	No	Comment
Please confirm that your intern will return to your team for the next internship period. If no, please provide relevant detail.	<input type="checkbox"/>	<input type="checkbox"/>	

## Appendix – Graduate Attributes

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