



**INTERNSHIP**  
 School of Business and Economics  
 Department of Economics & Finance  
 INTERN SELF-EVALUATION



Student Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Host Supervisor: \_\_\_\_\_ Internship Term: \_\_\_\_\_

This evaluation should be completed by the Intern. The evaluation must be submitted as part of your final packet by the specified due date to Tracy Clifford. You may fax, email or hand the final packet in directly to Tracy Clifford (cliffordt@cofc.edu, fax 953-0828) or Barbara Hand in Beatty 100.

**Job Knowledge: How knowledgeable in the skills and duties of the position were you?**

___ Exceptional understanding of all phases of the job and its effects on others work	___ Has greater depth of knowledge and understands intricacies of the job better than most interns	___ Well informed on the primary job duties and responsibilities	___ Needs to develop greater understanding of the job duties in order to perform satisfactorily.	___ Continually needed instructions; inadequate understanding of job fundamentals.
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Comments:

**Quality of Work: How accurate, neat, error free and complete was your work?**

___ Always very accurate; work is superior and far exceeds the standards and expectations set.	___ Very careful and neat, rarely makes errors, definitely exceeds normal requirements and expectations.	___ Quality meets standards; person is a careful work	___ Careless on occasion; makes recurrent mistakes, needs checking and improvement.	___ Many errors; sloppy and very often had incomplete work; Work had to be redone
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Comments:

**Quantity of Work: How much work was consistently completed in a timely manner?**

___ Produces an extremely high volume of work. Always strives to improve productivity.	___ Completes more work than is required. Typically asks for additional work and uses time efficiently.	___ Amount of work completed is satisfactory/average. Able to keep up with work and meets deadlines set most of the time	___ Volume of work is not satisfactory. Does not look for additional work.	___ Always behind on work. Did not utilize time efficiently.
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Comments:

**Initiative: How resourceful, creative and ambitious were you?**

___ Continually sought better ways to improve. Asked to learn new duties. Self starter; made significant contributions.	___ Diligent worker. Often sought ways to improve performance. Always kept busy.	___ Required normal supervision. Completed duties satisfactorily. Sometimes looked for extra work.	___ Did enough work just to get through the internship. Required extra supervision. Seldom did anything to improve work.	___ Put forth minimum effort. Needed close supervision when starting and completing tasks.
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Intern Self- Evaluation for \_\_\_\_\_ cont...

Comments (Initiative):

**Teamwork:** How cooperative, willing, and courteous were you?

____ Had outstanding rapport with others in office. Always courteous and cooperative. Went the "extra mile".	____ Eager to please, courteous and helpful. Offered constructive suggestions. Related very well with the staff.	____ Cooperative and courteous most of the time. Got along well with others, was willing to help when asked by a member of the organization.	____ Occasionally reluctant to help; sometimes tactless and uncaring.	____ Uncooperative. Complained and caused friction, had a negative attitude toward work and avoided responsibility.
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Comments:

**Communication:** How well did you communicate whether orally or written?

____ Effective in facilitating verbal and/or written communications. Never afraid to ask questions.	____ Had required skills and was effective in the position.	____ Adequately met routine communication requirements that were associated with tasks assigned.	____ Sometimes unclear and difficult to understand.	____ Ineffective in expressing ideas orally and/or in writing.
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Comments:

**Judgment:** How reliable were the decisions you made?

____ Consistently and quickly arrived at correct decisions. Would consult with supervisor when decisions needed to be made. Very reliable.	____ Able to understand consequences of actions and carefully determined best action to take. Reliable in decision-making when decisions needed to be made	____ Good judgment resulting from sound evaluation. Most decisions were correct.	____ Judgment caused problems too often to be acceptable. Close supervision was required when judgment was needed.	____ Inability to realize consequences of bad judgments. Decisions often wrong or ineffective.
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Comments:

Please check any of the following where a problem existed:    \_\_\_\_ Punctuality    \_\_\_\_ Attendance    \_\_\_\_ Appearance

List below what you felt your strengths and your weaknesses were during this internship:

**Your Strengths:**

**Your Weaknesses:**

How would you rate your overall job performance:    \_\_\_\_ Extraordinary    \_\_\_\_ Above Average    \_\_\_\_ Average    \_\_\_\_ Below Average    \_\_\_\_ Poor

Student Intern Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For Department Use Only

Internship Coordinator Signature: \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Supervisor Signature: \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_