
INTERN PERFORMANCE EVALUATION

(To be completed by the Sponsor)

Name of Intern:

Agency:

Department/Division:

Sponsor Name/Title:

Please rate your intern's performance

Category	Rating				
	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Unacceptable
COMMUNICATION Effectively translates ideas, both verbally and in writing; practices attentive and active listening.					
TEAM WORK Team player; works cooperatively with others in the department.					
WORK HABITS Manages time effectively; accepts responsibility; adapts to changing priorities.					
TIME MANAGEMENT Uses time effectively and efficiently; reports to work on time.					
PERSONAL LEARNING Seeks feedback and acts on it; values the input and experience of others in the department; asks for help when needed; active participant in reaching a goal.					
CONFLICT MANAGEMENT Reads situations quickly; focused listener; finds common ground.					
PROJECT MANAGEMENT Sets objectives and goals; measures performance against goals; evaluates results.					

Additional Comments:
