



## Intern Evaluation Form

Please use this form to evaluate your intern's performance in your organization. Student grades will be partially based on your comments. We will also consider your feedback in evaluating our coursework and programming for future UMD Fellows cohorts. Please email the completed form to: [fedglobal@umd.edu](mailto:fedglobal@umd.edu).

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

**Site:** \_\_\_\_\_

**Address of Site:** \_\_\_\_\_

**Internship Supervisor Name  
and Title:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

### Use the following ratings:

5 = Outstanding

4 = Good

3 = Satisfactory

2 = Poor

N/A = Not applicable/no opportunity to observe

### I. Please rate the intern's professionalism

\_\_\_\_\_ Attendance and punctuality

\_\_\_\_\_ Ability to meet deadlines

\_\_\_\_\_ Motivation

\_\_\_\_\_ Writing skills

\_\_\_\_\_ Ability to work effectively with others

\_\_\_\_\_ Resourcefulness

\_\_\_\_\_ Overall reliability and dependability

\_\_\_\_\_ Oral communication skills

\_\_\_\_\_ Overall efficiency in work habits

\_\_\_\_\_ Works with minimal supervision

\_\_\_\_\_ Able to demonstrate initiative when  
appropriate and refrain from initiative  
when inappropriate

**II. What were significant contributions/accomplishments the student made to assigned tasks and projects?**

**III. What do you consider to be the intern's strengths?**

**IV. What do you consider to be the intern's chief challenges or areas for growth?**

**V. Would the intern be a viable candidate for federal or other public service employment? Why or why not?**

\_\_\_\_\_  
**Signature (electronic or signed and scanned)**

\_\_\_\_\_  
**Date**

Thank you for your supervision of this intern! Your willingness to work with University of Maryland students is greatly appreciated. We welcome the opportunity to build a partnership with your organization and send future interns your way.