

# Employer Feedback

## INTERN PERFORMANCE EVALUATION

You are receiving this evaluation because a University of Iowa student has registered their experience for internship course credit and they have listed you as their supervisor.

### FAQ:

How does this affect the intern's grade?

Their grade is contingent upon their own completion of their job duties and course assignments including their own self-evaluation. Their grade is not contingent upon your completion of this evaluation.

If this isn't for their grade, how is this used?

Instructors individually view your answers to look for coach-able moments or places where intervention is needed for the student. The Pomerantz Career Center also looks at supervisors' answers in aggregate for ways we need to better prepare interns.

How can this immediately benefit the intern?

We highly encourage you to discuss your feedback below with your intern as well as how the competencies may relate to other competencies required by your profession or your organization. The evaluation also helps them understand how a performance evaluation may function in their future career.

What scale is being used?

Unsatisfactory, Needs Improvement, Meets Expectations, and Exceeds Expectations. If you were unable to observe an item or it was not a part of their duties, please put "NA - Not Applicable". Remember, you are ranking them based upon their status as an intern not as a full-fledged professional.

If you have any questions regarding this evaluation, please contact Sherry Rhinehart at 319-335-1023 or [sherry-rhinehart@uiowa.edu](mailto:sherry-rhinehart@uiowa.edu)

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Q1 Before we ask you about the student, we would like to collect identifying information.

Organization/Company Name

\_\_\_\_\_

Supervisor First & Last Name

\_\_\_\_\_

Supervisor Phone Number \_\_\_\_\_

Intern's First & Last Name \_\_\_\_\_

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Q2 Please choose the intern's level of study.

Undergraduate Student

Graduate Student

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Q3 Please choose the intern's schedule.

Full-time

Part-time

**Q4 In the section below, you will evaluate the intern based upon competencies.**

Q5 Evaluate their professionalism:

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	NA - Not Applicable
The intern is able to follow through on tasks and priorities, manage time, meet deadlines, and is punctual.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern has a positive attitude about work and manages personal affairs without letting them interfere with work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern is aware of their strengths and limitations and asks for help or takes initiative as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern identifies potential solutions to problems and determines the best possible course of action to solve problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The intern requests feedback and responds appropriately.






The intern's work is of high quality.






Q6 Evaluate their interpersonal skills:

	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	NA - Not Applicable
The intern collaborates with others to work towards common goals and solve problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern works effectively with others from different viewpoints and backgrounds by maintaining sensitivity and assuring respectful interactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern synthesizes knowledge from multiple points of view.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q8 Evaluate their communication skills:

	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	NA - Not Applicable
The intern is able to communicate ideas and opinions coherently, concisely and professionally in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern is able to verbally communicate ideas and opinions coherently, concisely, and professionally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern is able to adapt their personal communication style when working with others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern is able to communicate challenges to me or our colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q9 Evaluate their ethics and integrity:

	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	NA - Not Applicable
The intern displays open and honest communication.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern demonstrates congruence - their actions match their words.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern establishes appropriate relationships with co-workers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern accepts responsibility and is accountable for their actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q12 Please evaluate the intern overall:

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	NA - Not Applicable
Level of academic preparation of the intern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potential for permanent hire.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall rating of the intern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q10 Please share any areas of strength or areas of improvement for the intern.

Q19 I would like the Pomerantz Career Center to contact me to discuss a specific concern about this intern.

Yes

No

Q18 I would like the Pomerantz Career Center to contact me to discuss recruiting other University of Iowa students.

Yes

No