

## Intern Performance Evaluation Template

Intern's Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Organization: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

The questions on this evaluation align with the Career Readiness Competencies identified by the National Association of Colleges & Employers as critical for a successful transition from college to the workplace; the competencies are described on page 4. This form is intended to help interns learn more about their strengths and the areas they might need to focus on in order to be maximally successful in the workforce after graduation. Managers are encouraged to complete the form and review it with their intern in a scheduled one-to-one meeting. Please rate your intern in the following areas:

<b>Critical Thinking / Problem Solving</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Shows a sincere interest in understanding the organization, their role, and their assigned tasks					
2. Practices sound judgment based on an analysis of available data and information					
3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
4. Seeks out resources and/or asks for help when unsure about how to proceed on tasks					

Comments:

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<b>Communication / Leadership</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization					
2. Communicates ideas clearly in writing in a manner suited to the intended audience					
3. Manages their own emotions and works to understand and empathize with others					
4. Takes initiative and seeks opportunities to contribute					

Comments:

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<b>Teamwork / Collaboration / Intercultural Fluency</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Builds constructive working relationships with individuals from a range of backgrounds					
2. Demonstrates inclusiveness, sensitivity, and respect for individuals' differences					
3. Contributes effectively to collaborative projects					
4. Adapts well to emerging requests from managers, coworkers, and customers					

Comments:

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<b>Professionalism / Work Ethic / Technology</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Demonstrates respect for organizational staff, policies, and norms					
2. Maintains a regular schedule, makes up missed hours, and is punctual and present					
3. Organizes and prioritizes work, manages time, and sees tasks through from start to finish					
4. Identifies and effectively uses appropriate technologies and programs to complete work					

Comments:

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<b>Career Management</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Accepts constructive feedback from others and is able to learn from mistakes					
2. Self-advocates in a professional manner					
3. Can identify their strengths and weaknesses					
4. Can articulate next steps to further prepare them for their future					

Comments:

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If learning or performance goals were established, please describe the intern's progress towards their goals.

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What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

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What areas of growth could improve the intern's success in your field? If possible, please give 1-3 specific examples.

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Supervisor Signature:

Date Signed:

Intern Signature:

Date Signed:

# CAREER READINESS

## for the New College Graduate

### A DEFINITION AND COMPETENCIES



Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, “career readiness” has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today’s graduates.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

*Definition:*  
Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

## COMPETENCIES:

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management:** Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.