



# University of Virginia Internship Programs (UIP)

## UIP Intern Performance Evaluation Form

**Dear Ms. Test Sponsor,**

Your review of intern Miss. Test Intern, which was submitted on July 8, 2010, follows.

To print a copy of this evaluation, please [click here](#).

Please call us if you have questions or need assistance.

Thank you.

Karen A. Farber, Ph.D., M.B.A., Director, 434-982-5552, [KFarber@Virginia.edu](mailto:KFarber@Virginia.edu)

Shizuka Modica, Ph.D., Student Services Coordinator and Lecturer, 434-982-2055, [SModica@virginia.edu](mailto:SModica@virginia.edu)

Intern Name: Miss. Test Intern  
 Intern Title:  
 Evaluation Period: Spring 2010 (mid-semester)  
 Organization: People Magazine TEST  
 Public Relations  
 Sponsor: Ms. Test Sponsor  
 Sponsor Contact: 333-333-3333, [snm9k@virginia.edu](mailto:snm9k@virginia.edu)



If you are not the sponsor of record (Ms. Test Sponsor) for Miss. Test Intern, and are submitting this evaluation on his/her behalf, please indicate:

Your Name:

Title:

Phone Number:

Email Address:

### UIP INTERN PERFORMANCE EVALUATION FORM

#### Part 1: Performance Evaluation Criteria and Rating

PERFORMANCE EVALUATION CRITERION	NA	Yes	No
1. Is the intern dependable with respect to his/her weekly interning schedule? Does he/she have regular attendance and show up on time?	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>
2. Does the intern provide timely and adequate notice and explanation of absences and changes to the mutually agreed upon interning schedule?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Does the intern dress and present him/herself in a manner consistent with your organization's expectations and appropriate to its activities?	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

4. Does the intern approach the internship with openness, interest, enthusiasm, and desire to learn and to contribute?

5. Does the intern possess an appropriate level of knowledge about your organization, its mission, vision, operation, culture, services and clients?

**+/\Delta (Plus / Delta) Sponsor's Comments & Feedback:**

COMMUNICATION SKILLS, COOPERATION AND INTERPERSONAL EFFECTIVENESS	NA	Does Not Meet Performance Expectations	Meets Performance Expectations Some of the Time	Meets Performance Expectations Most of the Time	Meets Performance Expectations All of the Time	Meets and Occasionally Exceeds Performance Expectations	Meets and Frequently Exceeds Performance Expectations	Consistently Exceeds Performance Expectations
<b>6. Oral Communication Skills:</b> speaks clearly and leaves no aspect of the message in doubt; maintains eye contact when speaking; voice conveys confidence and enthusiasm; uses appropriate vocabulary; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>7. Written Communication Skills:</b> written work has no spelling, grammar or punctuation mistakes; uses precise language to convey message; writes in a concise and well-organized style; is able to construct acceptable hardcopy and electronic correspondence; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>8. Seeks Advice/Information:</b> asks questions, seeks and/or accepts the advice, input and help of others; elicits information necessary to complete assignments, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>9. Working with Others:</b> interacts in a constructive, cooperative, professional, and harmonious manner with sponsor, employees, clients, other interns; works as a team player; deals effectively and appropriately with clients; has fun, uses humor appropriately; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**+/\Delta (Plus / Delta) Sponsor's Comments & Feedback:**

QUALITY OF WORK, LEVEL OF SUPERVISION, AND PRODUCTIVITY	NA	Does Not Meet Performance Expectations	Meets Performance Expectations Some of the Time	Meets Performance Expectations Most of the Time	Meets Performance Expectations All of the Time	Meets and Occasionally Exceeds Performance Expectations	Meets and Frequently Exceeds Performance Expectations	Consistently Exceeds Performance Expectations
<b>10. Direction:</b> follows instructions,								

written or unwritten rules and policies; works without the need of an excessive amount of supervision; etc.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>11. Productivity:</b> completes assignments and tasks in a timely fashion; generates an appropriate level of acceptable work; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>12. Work Quality:</b> completes assignments and tasks accurately, orderly, and completely without major mistakes or missteps; etc.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**+/\Delta (Plus / Delta) Sponsor's Comments & Feedback:**

RESEARCH, PLANNING AND ORGANIZATION	NA	Does Not Meet Performance Expectations	Meets Performance Expectations Some of the Time	Meets Performance Expectations Most of the Time	Meets Performance Expectations All of the Time	Meets and Occasionally Exceeds Performance Expectations	Meets and Frequently Exceeds Performance Expectations	Consistently Exceeds Performance Expectations
<b>13. Information Integration and Analysis:</b> absorbs and retains complex information drawn from a variety of sources; draws reasoned conclusions from analysis and synthesis of available information; remembers details of instructions, meetings, and events; etc.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>14. Planning and Organizing:</b> prioritizes and orders tasks effectively to employ a systematic approach to achieve objectives; sets realistic goals for the completion of assigned tasks; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>15. Research:</b> demonstrates appropriate research, information/data retrieval and analysis skills; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**+/\Delta (Plus / Delta) Sponsor's Comments & Feedback:**

PERSONAL QUALITIES AND CHARACTERISTICS	NA	Does Not Meet Performance Expectations	Meets Performance Expectations Some of the Time	Meets Performance Expectations Most of the Time	Meets Performance Expectations All of the Time	Meets and Occasionally Exceeds Performance Expectations	Meets and Frequently Exceeds Performance Expectations	Consistently Exceeds Performance Expectations
<b>16. Adaptability:</b> interacts and communicates effectively with persons of other cultures, value systems,	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

political beliefs and economic circumstances; etc.									
<b>17. Composure:</b> adjusts quickly to changing situations, reversals or new duties; is able to "think on his/her feet"; stays calm; is poised and effective in stressful or difficult situations; etc.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>18. Initiative:</b> recognizes and assumes responsibility for work that needs to be done; ensures he/she always has something to do; etc.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>19. Judgment:</b> makes realistic assumptions and accurately predicts consequences of action; sensibly weighs relative merits of competing demands and proposed solutions; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>20. Leadership:</b> positively influences group activities, direction or opinion; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>21. Resourcefulness:</b> generates creative, novel or multiple options to resolve problems; displays imagination/mental agility in addressing changed circumstances or contingencies; etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**+/- (Plus / Delta) Sponsor's Comments & Feedback:**

ADDITIONAL CRITERION DEFINED BY INTERNSHIP SPONSOR	NA	Does Not Meet Performance Expectations	Meets Performance Expectations Some of the Time	Meets Performance Expectations Most of the Time	Meets Performance Expectations All of the Time	Meets and Occasionally Exceeds Performance Expectations	Meets and Frequently Exceeds Performance Expectations	Consistently Exceeds Performance Expectations
<b>22. Additional Criterion (define):</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>23. Additional Criterion (define):</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>24. Additional Criterion (define):</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**+/- (Plus / Delta) Sponsor's Comments & Feedback:**

**Part 2: Intern Coaching and Professional Development**

1. What positive personal and professional qualities, characteristics, and/or abilities has your intern demonstrated during this review period?

2. In what internship-related areas and/or under what circumstances has your intern excelled during this review period?

3. What personal and professional qualities, characteristics, abilities, and/or internship areas should your intern strive to improve upon or acquire?

4. What specific strength and/or area of high performance, or promise, has your intern demonstrated that you will consider utilizing or developing with respect to your current and future assignment of his/her duties, responsibilities, and projects?

5. Have you discussed this performance evaluation with your intern?

Yes  No

If yes, on what date did you do so?

If no, on what date do you expect to do so?

[Print Your Evaluation](#)