

## Student Self-Evaluation of Internship Performance

Student Name \_\_\_\_\_ U of M ID \_\_\_\_\_

Employer/Internship Site \_\_\_\_\_

Site Supervisor \_\_\_\_\_

**Directions:**

Complete the self-evaluation form, and request that your site supervisor complete the Performance Evaluation by Site Supervisor form. Using your respective evaluation forms, meet with your site supervisor to discuss your strengths and areas of improvement.

### Position Performance

As an intern, I.....		Above Average	Average	Below Average	N/A
1.	Plan well in advance.				
2.	Recognize work to be done.				
3.	Proceed with responsibilities on own.				
4.	Offer suggestions and ideas.				
5.	Have gained knowledge of inner workings of organization.				
6.	Handle multiple challenges.				
7.	Work well with others.				
8.	Am independent in carrying out instructions.				
9.	Am knowledgeable of subject matter.				
10.	Complete quality work.				
11.	Can do the job.				

## Personal Qualifications

As an intern, I am....		Above Average	Average	Below Average	N/A
1.	Tactful.				
2.	Courteous.				
3.	Poised.				
4.	Well groomed.				
5.	Responsible.				
6.	Dependable.				
7.	Cooperative.				
8.	Punctual.				
9.	Able to use time effectively.				
10.	Willing to expend extra effort.				

## Technical Performance

As an intern, I evaluate my knowledge and skills below as:		Above Average	Average	Below Average	N/A
1.	Drafting.				
2.	Lettering.				
3.	Details.				
4.	Visual presentation.				
5.	Verbal presentation.				
6.	Specifications.				
7.	Space planning.				
8.	Creativity.				
9.	Respect for the budget.				
10.	Color application.				
11.	Texture application.				
12.	Understanding of design theory.				

## Professional Attributes

As an intern, I....		Above Average	Average	Below Average	N/A
1.	Have definite goals.				
2.	Work accurately.				
3.	Communicate clearly through speaking and writing.				
4.	Can analyze situations and arrive at a decision.				
5.	Work well under pressure.				
6.	Complete responsibilities.				
7.	Show personal motivation.				
8.	Am enthusiastic about work.				
9.	Am considerate with supervisor.				
10.	Show consideration for coworkers.				
11.	Demonstrate healthy attitude toward firm, objectives, and policies.				
12.	Show ability to motivate others.				
13.	Am well accepted by coworkers.				

Comments: \_\_\_\_\_

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_