

8.1 Sample #3, Intern Evaluation Instrument for Site Supervisors

American University | Washington Semester Program | Washington, DC
Employer Evaluation of Intern Performance for Career Readiness

Completed by employers at the midterm and end of semester to assess intern performance. Below are 8 NACE career competencies.¹ NOTE: This is a copy of the online evaluation form managed in a content management system. Email prompts provide direction and request evaluation responses.

Student _____

Employer name _____

Supervisor _____

Supervisor phone _____

Supervisor email _____

Approximate hours interned to date: _____

1. Critical Thinking & Problem Solving *

Intern exercises sound reasoning to analyze issues, make decisions, and overcome problems. The intern is able to obtain, interpret, and use knowledge, facts, and data in a process, and can demonstrate originality and inventiveness.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

2. Oral & Written Communications *

Intern articulates thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The intern has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

3. Teamwork & Collaboration *

Intern can build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The intern is able to work within a team structure, and can negotiate and manage conflict.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

4. Digital Technology *

Intern can leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The intern demonstrates effective adaptability to new and emerging technologies.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

Employer Assessment | Washington Semester Program | American University | Questions? Contact: morrill@american.edu

¹ National Association of Colleges and Employers (n.d.). Career readiness defined. Retrieved from www.nacweb.org/career-readiness/competencies/career-readiness-defined/.

5. Leadership *

Intern can leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The intern is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

6. Professionalism & Work Ethic *

Intern demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understands the impact of non-verbal communication on professional work image. The intern demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

7. Career Management *

Intern can 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 intern 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.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

8. Global & Intercultural Fluency *

Intern values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions. The intern demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

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|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. Failure | 2. Poor | 3. Average | 4. Good | 5. Excellent | n/a |
| <input type="radio"/> |

Comments

Positive Feedback: * Comments regarding the intern's talents and progress

Constructive Feedback: * Comments regarding areas of improvement for the intern

Optional attachment(s) to provide more details on assignments.

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¹ National Association of Colleges and Employers (n.d.). Career readiness defined. Retrieved from www.naceweb.org/career-readiness/competencies/career-readiness-defined/.

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