Career Readiness Resources

Internship Evaluation

Courtesy of Bryant University

**AMICA CENTER
FOR CAREER EDUCATION**
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**Mid and Final Semester
Intern Performance Evaluations**
Updated 4-15-21

Student: _____

Organization: _____

Internship site supervisor (please print):_____

These evaluations are designed to assess learning as it relates to the student's professional and personal development. Interns will typically and ideally demonstrate growth (change) on each of these dimensions, which are based on the **8 Career Readiness Core Competencies** recently (2021) revised and updated by the National Association of Colleges and Employers (https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/).

Career Readiness is a foundation from which to demonstrate requisite core competencies that broadly prepares the college educated for success in the workplace and lifelong career management. Pages 6 and 7 list example behaviors associated with each competency and may help with rating the intern.

Important note: As a baseline for the competency rating, use your performance expectations for an entry-level position, as this establishes these ratings as aspirational and developmental, so that interns may grow. It is common for mid-point ratings to be different from final ratings. Please rate accordingly to promote student awareness of his/her/their progress and offer suggestions to strengthen a competency where applicable. Your candid ratings help track student learning and demonstrate growth throughout the internship experience!

Please indicate how often the student demonstrates each competency. At a minimum, we encourage you to discuss your ratings and observations at both the midpoint and endpoint of the internship. Continuous feedback is extremely valuable.

Competency 1: Career and Self-Development   ☐ **Check if not applicable**

The intern proactively develops him/her/their self and his/her/their career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Midpoint	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments: 							

Final	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments: 							

Competency 2: Communication   ☐ **Check if not applicable**

The intern clearly and effectively exchanges information, ideas, facts, and perspectives with persons inside and outside of an organization.

Midpoint	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							
Final	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							

Competency 3: Critical Thinking   ☐ **Check if not applicable**

The intern identifies and responds to needs based upon an understanding of situational context and logical analysis of relevant information.

Midpoint	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							
Final	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							

Competency 4: Equity and Inclusion ☐ **Check if not applicable**

The intern demonstrates the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. The intern engages in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Midpoint	**Never** 0	**Seldom** 1	**Sometimes** 2	**Fairly often** 3	**Often** 4	**Most of the time** 5	**Always** 6
Suggestions for improvement and/or highlighting accomplishments:							
Final	**Never** 0	**Seldom** 1	**Sometimes** 2	**Fairly often** 3	**Often** 4	**Most of the time** 5	**Always** 6
Suggestions for improvement and/or highlighting accomplishments:							

Competency 5: Leadership ☐ **Check if not applicable**

The intern recognizes and capitalizes on personal and team strengths to achieve organizational goals.

➢ *Tip:* This competency refers to the intern's personal leadership qualities, rather than the intern's role per se. It is understood that while interns may take on leadership roles throughout the internship, they are not typically managing others.

Midpoint	**Never** 0	**Seldom** 1	**Sometimes** 2	**Fairly often** 3	**Often** 4	**Most of the time** 5	**Always** 6
Suggestions for improvement and/or highlighting accomplishments:							
Final	**Never** 0	**Seldom** 1	**Sometimes** 2	**Fairly often** 3	**Often** 4	**Most of the time** 5	**Always** 6
Suggestions for improvement and/or highlighting accomplishments:							

Competency 6: Professionalism ☐ **Check if not applicable**

The intern knows that work environments differ greatly, understands and demonstrates effective work habits, and acts in the interest of the larger community and workplace.

Midpoint	Never	Seldom	Sometimes	Fairly often	Often	Most of the time	Always
	0	1	2	3	4	5	6
Suggestions for improvement and/or highlighting accomplishments:							

Final	Never	Seldom	Sometimes	Fairly often	Often	Most of the time	Always
	0	1	2	3	4	5	6
Suggestions for improvement and/or highlighting accomplishments:							

Competency 7: Teamwork ☐ **Check if not applicable**

The intern builds and maintains collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Midpoint	Never	Seldom	Sometimes	Fairly often	Often	Most of the time	Always
	0	1	2	3	4	5	6
Suggestions for improvement and/or highlighting accomplishments:							

Final	Never	Seldom	Sometimes	Fairly often	Often	Most of the time	Always
	0	1	2	3	4	5	6
Suggestions for improvement and/or highlighting accomplishments:							

Competency 8: Technology   ☐ **Check if not applicable**

The intern understands and leverages technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Midpoint	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							

Final	**Never** **0**	**Seldom** **1**	**Sometimes** **2**	**Fairly often** **3**	**Often** **4**	**Most of the time** **5**	**Always** **6**
Suggestions for improvement and/or highlighting accomplishments:							

Evaluation feedback: Please provide any additional feedback, commenting on the intern's performance. Are there opportunities for specific learning that will enhance the intern's performance? Are there opportunities to recognize the intern for commendable performance?

Midpoint evaluation feedback:

Supervisor signature: _____ Date: _____

Final evaluation feedback:

Supervisor signature: _____ Date: _____

Sample Behaviors for the Competencies

The following sample behaviors serve as validated example behaviors; additional behaviors that you feel directly align with the specific competencies may be used as well.

Career & Self-development
• Shows an awareness of own strengths and areas for development
• Identifies areas for continual growth while pursuing and applying feedback
• Develops plans and goals for his/her/their future career
• Professionally advocates for self and others
• Displays curiosity; seeks out opportunities to learn
• Assumes duties or positions that will help his/her/their progress professionally
• Establishes, maintains, and/or leverages relationships with people who can help him/her/them professionally
• Seeks and embraces development opportunities
• Voluntarily participates in further education, training, or other events to support his/her/their career

Communication
• Understands the importance of and demonstrates verbal, written, and nonverbal/body language, abilities
• Employs active listening, persuasion, and influencing skills
• Communicates in a clear and organized manner so that others can effectively understand
• Frames communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences
• Asks appropriate questions for specific information from supervisors, specialists, and others
• Promptly informs relevant others when needing guidance with assigned tasks

Critical Thinking
• Makes decisions and solves problems using sound, inclusive reasoning, and judgment
• Gathers and analyzes information from a diverse set of sources and individuals to fully understand a problem
• Proactively anticipates needs and prioritize action steps
• Accurately summarizes and interprets data with an awareness of personal biases that may impact outcomes
• Effectively communicates actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders
• Multi-tasks well in a fast-paced environment

Equity & Inclusion
• Solicits and utilizes feedback from multiple cultural perspectives to make inclusive and equity-minded decisions
• Actively contributes to inclusive and equitable practices that influence individual and systemic change
• Advocates for inclusion, equitable practices, justice, and empowerment for historically marginalized communities
• Seeks global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth
• Keeps an open mind to diverse ideas and new ways of thinking
• Identifies resources and eliminates barriers resulting from individual and systemic racism, inequities, and biases
• Demonstrates flexibility by adapting to diverse environments
• Addresses systems of privilege that limit opportunities for members of historically marginalized communities

Leadership
• Inspires, persuades, and motivates self and others under a shared vision
• Seeks out and leverages diverse resources and feedback from others to inform direction
• Uses innovative thinking to go beyond traditional methods
• Serves as a role model to others by approaching tasks with confidence and a positive attitude
• Motivates and inspires others by encouraging them and by building mutual trust
• Plans, initiates, manages, completes, and evaluates projects

Professionalism
• Acts equitably with integrity and accountability to self, others, and the organization
• Maintains a positive personal brand in alignment with organization and personal career values
• Is present and prepared
• Demonstrates dependability (e.g., report consistently for work or meetings)
• Prioritizes and completes tasks to accomplish organizational goals
• Consistently meets or exceeds goals and expectations
• Has an attention to detail, resulting in few if any errors in one's work
• Shows a high level of dedication toward doing a good job

Teamwork
• Listens carefully to others, taking time to understand and ask appropriate questions without interrupting
• Effectively manages conflict, interacts with and respect diverse personalities, and meets ambiguity with resilience
• Is accountable for individual and team responsibilities and deliverables
• Employs personal strengths, knowledge, and talents to complement those of others
• Exercises the ability to compromise and be agile
• Collaborates with others to achieve common goals
• Builds strong, positive working relationships with supervisor and team members/coworkers

Technology
• Navigates change and be open to learning new technologies
• Uses technology to improve efficiency and productivity of their work
• Identifies appropriate technology for completing specific tasks
• Manages technology to integrate information to support relevant, effective, and timely decision-making
• Quickly adapts to new or unfamiliar technologies
• Manipulates information, constructs ideas, and uses technology to achieve strategic goals

The Amica Center for Career Education at Bryant University permits other NACE member educational institutions and employers to use this evaluation as needed. While we offer this evaluation in paper form, we also use it electronically. Questions? Kevin Gaw, Executive Director, at: kgaw@bryant.edu; Denise Gormley, Sr. Internship Coordinator, at dgormley@bryant.edu; Heather Grim, Internship Coordinator, at hgrim@bryant.edu.