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## INTERN PERFORMANCE EVALUATION

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(To be completed by the Sponsor)

**Name of Intern:**

**Agency:**

**Department/Division:**

**Sponsor Name/Title:**

Please rate your intern's performance

Category	Rating				
	Exceptional	Exceeds Expectations	Meets Expectations	Below Expectations	Unacceptable
<b>COMMUNICATION</b> Effectively translates ideas, both verbally and in writing; practices attentive and active listening.					
<b>TEAM WORK</b> Team player; works cooperatively with others in the department.					
<b>WORK HABITS</b> Manages time effectively; accepts responsibility; adapts to changing priorities.					
<b>TIME MANAGEMENT</b> Uses time effectively and efficiently; reports to work on time.					
<b>PERSONAL LEARNING</b> Seeks feedback and acts on it; values the input and experience of others in the department; asks for help when needed; active participant in reaching a goal.					
<b>CONFLICT MANAGEMENT</b> Reads situations quickly; focused listener; finds common ground.					
<b>PROJECT MANAGEMENT</b> Sets objectives and goals; measures performance against goals; evaluates results.					

Additional Comments:

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