INTERNSHIP PERFORMANCE APPRAISAL

DEPARTMENT OF URBAN PLANNING, BALL STATE UNIVERSITY

This form is to be filled out **by the internship supervisor** at the end of the internship period. If possible, please review your appraisal with the student intern.

Intern's name _____ Dates of employment _____

Supervisor: _____ Title: _____

Agency: _____

I. GENERAL PERFORMANCE

A. COMPETENCE IN THE FIELD

7 ☐	8 ☐	Extremely competent
5 ☐	6 ☐	Average to high level of competence
3 ☐	4 ☐	Somewhat competent; shows strengths but is not consistent
1 ☐	2 ☐	Lacks competence

B. ORGANIZATIONAL AND ADMINISTRATIVE EFFECTIVENESS: PLANNING, ORGANIZING, AND IMPLEMENTING TASKS OR PROGRAMS

7 ☐	8 ☐	Outstanding; plans, organizes, and implements tasks very well
5 ☐	6 ☐	Average and better; plans, organizes, and implements some tasks well
3 ☐	4 ☐	Fair; does routine tasks adequately
1 ☐	2 ☐	Poor

C. RELATIONSHIPS

7 ☐	8 ☐	Works extremely well with others; is very effective interpersonally
5 ☐	6 ☐	Works well with others
3 ☐	4 ☐	Relates better to some people than others
1 ☐	2 ☐	Has some difficulty relating to others which sometimes interferes with effectiveness

D. INITIATIVE AND RESOURCEFULNESS

7 ☐	8 ☐	Frequently makes ingenious suggestions; exceptionally self-reliant and resourceful; develops ideas and solutions to problems and follows through completely
5 ☐	6 ☐	Has necessary drive and resourcefulness to deviate from routine and make effective suggestions; a self-starter upon whom one can depend to follow through on projects without continued direction
3 ☐	4 ☐	Occasionally offers worthwhile ideas and suggestions when encouraged to do so; requires some follow-up to keep job going
1 ☐	2 ☐	Needs detailed instructions; rarely develops new ideas; requires urging to keep job going

E. LEADERSHIP (IF APPLICABLE)

7 ☐	8 ☐	Capable and forceful leader; inspires and motivates others to perform; develops subordinates and makes sound evaluations of their work
5 ☐	6 ☐	Successful in motivating others to perform effectively; gets good results; recognizes and develops capable personnel
3 ☐	4 ☐	Accepted as a supervisor; tries to develop subordinates; obtains adequate results
1 ☐	2 ☐	Does not have the respect of subordinates; neglects or discourages others; sometimes abrogates leadership responsibilities

F. JUDGMENT

7 ☐	8 ☐	Exceptionally sound and sensible in decision making; foresees and evaluates impact of decisions in related areas
5 ☐	6 ☐	Exercises good judgment in decision making; aware of impact of decisions in other areas
3 ☐	4 ☐	Judgment usually sound under normal circumstances; knows own limitations and seeks guidance in decision making
1 ☐	2 ☐	Makes frequent errors in judgment; often overlooks consequences of decisions

G. PROFESSIONAL DEVELOPMENT

7 ☐	8 ☐	Works to develop himself/herself professionally to a very high degree; continually learning and growing in professional skills and knowledge
5 ☐	6 ☐	Works to develop himself/herself professionally to a considerable degree
3 ☐	4 ☐	Works toward professional development to some degree
1 ☐	2 ☐	Does little to develop himself/herself professionally

H. CONTRIBUTION TO THE OVERALL GOALS OF THE AGENCY OR OFFICE

7 ☐	8 ☐	Makes a very significant contribution; extremely responsible; provides outstanding service
5 ☐	6 ☐	Contributes considerably to the goals of the agency/office; provides consistent service
3 ☐	4 ☐	Makes some contributions
1 ☐	2 ☐	Does not contribute much to the goals of the agency/office

II: SPECIFIC STRENGTHS AND WEAKNESSES

A. List major accomplishments of the intern during this appraisal period.

B. List areas in which performance could be improved.

C. OVERALL RATING OF INTERN'S PERFORMANCE

1	2	3	4	5	6	7	8
☐	☐	☐	☐	☐	☐	☐	☐

Reviewed with intern: yes ☐ no ☐

Thank you for supporting our internship program!

Please return this form to crhine@bsu.edu and feel free to call 765-285-1963 if you have comments, suggestions, or concerns to share with us or if you want to announce future internship or job opportunities.