



## Intern Performance Evaluation

Supervisor, please complete questions below and email it back to [skylineparalegal@my.smccd.edu](mailto:skylineparalegal@my.smccd.edu).

Student's Name _____
Supervisor's Name _____
Supervisor's Phone _____ E-Mail _____

1. What development have you observed in the student's skills, knowledge, personal and/or professional performance?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What have been the student's major strengths in this internship? Please describe the student's contributions made to your organization during the internship.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What recommendations would you make for improvement if the student were to engage in another internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Using a scale of 1-5 (in which 1=poor and 5=excellent), please evaluate the student's performance in the following areas:

- 1=Poor
- 2=Below Average
- 3=Average
- 4=Above Average
- 5=Excellent

Quality of work	
Complete Assigned Tasks	
Demonstrates Specific Skills Necessary to Job	
Relations with Others	
Sound Judgment	
Initiative	
Attitude and Cooperation	
Punctuality	
Attendance	
OVERALL EVALUATION	

7. Please feel free to make additional comments regarding the student's performance and/or evaluation.

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