



# I/O Psychology

## Internship Evaluation Form

- Thank you for supervising one of our students for their internship.
- Please let us know how your intern performed during their time with you.
- It is beneficial to provide feedback to the internship student based on this form and your observations of their work in your organization.
- We will use this completed form to provide general feedback to the student on their internship.

Completion Instructions: Please use the behavioral anchors as examples to guide your selection of the intern's level of performance. Circle the correspond rating. Please justify your selection further by providing additional comments. If the area is not applicable to your intern's position, please write "N/A" in the comments section.

*\*Please note that ratings 2 and 4 represent the midpoints between ratings 1 & 3, and 3 & 5, respectively, and should be selected if applicable.*

Delivery Instructions: Once you have completed the evaluation, please submit this form to the program chair through one of the following methods:

- Email: [skass@uwf.edu](mailto:skass@uwf.edu)
- Fax: (850) 857-6060
- Mail:

Dr. Steve Kass  
Department of Psychology  
11000 University Parkway  
Pensacola, FL 32514

Please complete and return this form by (April 20, 2010)

Student: \_\_\_\_\_

Organization: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor Phone: (\_\_\_\_) \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

**1. Responsibility & Reliability:** Demonstrates a consistent level of self-discipline, organization, and dependability.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"><li>• Constantly late to work and other appointments</li><li>• Misses appointments or meetings</li><li>• Misplaces or loses work material</li><li>• Does not complete tasks on time</li></ul>		<ul style="list-style-type: none"><li>• Punctual</li><li>• Able to locate work related materials</li><li>• Meets deadlines</li><li>• Completed work may need revisions</li></ul>		<ul style="list-style-type: none"><li>• Early to work and other appointments</li><li>• Completes assignments well before deadlines</li><li>• Work is consistently of superior quality</li></ul>

Comments:

**2. Oral Presentation Skills:** Effectively communicates verbally in a concise, articulate, and professional manner.

1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"><li>• Difficult to understand</li><li>• Poor grammar</li><li>• Uses inappropriate or unprofessional language</li><li>• Frequent use of “filler” words (e.g., uh, um, like)</li></ul>		<ul style="list-style-type: none"><li>• Speaks clearly, concisely, and professionally</li><li>• Uses appropriate grammar</li><li>• Easy to understand</li></ul>		<ul style="list-style-type: none"><li>• Tailors language and style to different audiences</li><li>• Well articulated</li><li>• Shows appropriate emotions and facial expressions when talking to others</li><li>• Uses gestures appropriately to convey information</li></ul>

Comments:

3. <b>Written Communication Skills:</b> Effectively communicates in writing in a concise and professional manner.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Written work is difficult to understand</li> <li>• Poor grammar and sentence structure</li> <li>• Uses inappropriate or unprofessional language</li> </ul>		<ul style="list-style-type: none"> <li>• Writes in concise and professional language</li> <li>• Writing is easy to understand</li> <li>• Usually uses proper grammar and sentence structure</li> </ul>		<ul style="list-style-type: none"> <li>• Tailors written language and style to different audiences</li> <li>• Written work is well articulated</li> <li>• Always uses proper grammar and sentence structure</li> </ul>
Comments:				

4. <b>Initiative/ Self-starter:</b> Seeks new tasks to work on without direction of others.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Needs to be told what to do</li> <li>• Does not seek new tasks when all other tasks are completed</li> <li>• Requires frequent reminders to complete tasks</li> </ul>		<ul style="list-style-type: none"> <li>• Seeks new tasks when all other tasks are complete</li> <li>• Does not require supervision to complete tasks</li> <li>• Completes daily activities without assistance</li> </ul>		<ul style="list-style-type: none"> <li>• Begins new projects/tasks without being told</li> <li>• Fills in downtime with work-related activities</li> <li>• Displays enthusiasm</li> </ul>
Comments:				

5. <b>Interpersonal Skills:</b> Appropriately interacts with others.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Rude</li> <li>• Treats others poorly</li> <li>• Appears physically uninterested</li> <li>• Argumentative</li> <li>• Does not allow other people to speak</li> <li>• Does not listen to others</li> <li>• Frequently interrupts others</li> </ul>		<ul style="list-style-type: none"> <li>• Treats others with respect</li> <li>• Polite, even when opinions differ</li> <li>• Maintains composure during disagreements</li> <li>• Actively listens to others when they speak</li> </ul>		<ul style="list-style-type: none"> <li>• Goes out of one's way to value individual opinions</li> <li>• Expresses sincere interest in others</li> </ul>
Comments:				

6. <b>Teamwork:</b> Works well with others, demonstrates good citizenship, and acts ethically in order to complete projects and meet objectives.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Causes disruption in group work</li> <li>• Disturbs cohesiveness of groups</li> <li>• Does not actively participate in team activities</li> </ul>		<ul style="list-style-type: none"> <li>• Works well with others</li> <li>• Cooperates</li> <li>• Accepts assigned tasks</li> <li>• Contributes to team decisions and discussions</li> <li>• Willing to compromise</li> </ul>		<ul style="list-style-type: none"> <li>• Facilitates effectiveness of groups</li> <li>• Voluntarily takes leadership role</li> <li>• Enhances cohesiveness of group</li> <li>• Volunteers for tasks no one else wants to do</li> </ul>
Comments:				

7. <b>Problem Solving:</b> Identifies problems and generates and evaluates solutions to problems.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Does not learn from previous mistakes</li> <li>• Frequently overwhelmed by problems</li> <li>• Does not recognize problems or the source of problems</li> <li>• Suggests inappropriate or impractical solutions</li> <li>• Operates on trial and error problem solving</li> </ul>		<ul style="list-style-type: none"> <li>• Accurately identifies nature of problems</li> <li>• Develops viable solutions to problems</li> <li>• Gathers input from others when evaluating solutions</li> </ul>		<ul style="list-style-type: none"> <li>• Generates novel solutions to problems</li> <li>• Evaluates alternative solutions, including practicality</li> <li>• Executes solutions</li> <li>• Anticipates future problems</li> </ul>
Comments:				

8. <b>Planning &amp; Organizational Skills:</b> Organizes and prioritizes tasks and materials in order to manage projects, complete tasks and locate information easily.				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
<ul style="list-style-type: none"> <li>• Does not prioritize tasks</li> <li>• Procrastinates</li> <li>• Cannot locate information or materials</li> <li>• Unorganized</li> <li>• Allows work to accumulate</li> </ul>		<ul style="list-style-type: none"> <li>• Orderly</li> <li>• Sets goals and deadlines</li> <li>• Divides large tasks and/or projects into manageable components</li> <li>• Prioritizes tasks</li> </ul>		<ul style="list-style-type: none"> <li>• Adapts schedule to unanticipated events/changes</li> <li>• Distributes tasks effectively</li> <li>• Arranges material systematically</li> </ul>
Comments:				

<b>9. Overall Performance:</b>				
1 Below Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations
Comments:				

I certify that _____ completed a 600 hour internship at my organization.	
(Student's Name)	
_____	_____
(Supervisor's Signature)	(Date)