

Summer Intern Evaluation Form Sample

This **summer intern evaluation form sample** for supervisors streamlines the performance review process by providing clear criteria for assessing intern skills and contributions. It ensures consistent feedback, helping supervisors identify strengths and areas for improvement. Utilizing this form enhances the overall internship experience and supports professional development.

Intern Information

Intern Name	<input type="text"/>
Department	<input type="text"/>
Supervisor Name	<input type="text"/>
Evaluation Date	<input type="text"/>

Performance Criteria

Criteria	Excellent	Good	Average	Needs Improvement	Comments
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Initiative & Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Strengths

Describe the intern's strengths...

Areas for Improvement

Describe areas where the intern could improve...

Overall Performance Summary

Summarize the intern's overall performance...

Recommendation

- ☐ Recommend for future employment
- ☐ Not recommended at this time

Submit Evaluation

