

# Internship Evaluation Form Sample

This **internship evaluation form sample** provides a comprehensive overview of an intern's performance, including a detailed assessment of soft skills such as communication, teamwork, and adaptability. It helps supervisors offer constructive feedback to support skill development. Utilizing this form ensures a balanced evaluation combining technical abilities and interpersonal qualities.

## Rating Scale:

1 â€“ Unsatisfactory | 2 â€“ Needs Improvement | 3 â€“ Satisfactory | 4 â€“ Good | 5 â€“ Excellent

## Intern Information

Name		Department	
Internship Period		Supervisor	

## I. Technical Skills Assessment

Skill Area	Rating (1â€“5)	Comments
Quality of Work		
Ability to Learn New Tasks		
Problem-Solving		

## II. Soft Skills Assessment

Soft Skill	Rating (1â€“5)	Comments
Communication		
Teamwork & Collaboration		
Adaptability		
Time Management		
Initiative & Motivation		
Professionalism		

## III. Overall Performance & Feedback

Overall Rating (1â€“5)	
Strengths	
Areas for Improvement	
Additional Comments	

## IV. Supervisor's Recommendation

Highly Recommend  Recommend  Recommend with Reservations  Do Not Recommend

## Signatures

Supervisor's Name & Signature		Date	
Intern's Name & Signature		Date	