

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

Intern Information

Name		Department	
Internship Period		Supervisor	

I. Technical Skills Assessment

Skill Area	Rating (1â€œ5)	Comments
Quality of Work		
Ability to Learn New Tasks		
Problem-Solving		

II. Soft Skills Assessment

Soft Skill	Rating (1â€œ5)	Comments
Communication		
Teamwork & Collaboration		
Adaptability		
Time Management		
Initiative & Motivation		
Professionalism		

III. Overall Performance & Feedback

Overall Rating (1â€œ5)	
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	