

# HR Internship Evaluation Form Sample

This **internship evaluation form** sample is designed specifically for HR internships, providing a structured way to assess intern performance and skills. It helps supervisors give meaningful feedback on key HR competencies and workplace behavior. Using this form ensures consistent and comprehensive evaluations throughout the internship period.

Intern Details	
Intern Name	
Department	Human Resources
Supervisor Name	
Internship Period	e.g. Jan 2024 - Mar 2024
Date of Evaluation	

Performance Assessment						
Criteria	Needs Improvement	Satisfactory	Good	Excellent	Comments	
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Teamwork & Collaboration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Organizational Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Initiative & Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Professionalism & Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
HR Task Proficiency (e.g., recruitment, onboarding, data management)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Overall Feedback	
<b>Strengths:</b> What are the intern's main strengths?	

<b>Areas for Improvement:</b> Where can the intern improve?
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Recommendation:

Submit Evaluation