

# Internship Evaluation Form Sample

This **internship evaluation form** sample includes a comprehensive self-assessment section, allowing interns to reflect on their performance and learning outcomes. It facilitates clear feedback between interns and supervisors, ensuring constructive communication. The form is designed to optimize the review process for professional growth and development.

## Intern Information

**Name:**

**Department:**

**Supervisor:**

**Internship Period:**

e.g., June 1, 2024 – August 31, 2024

## Self-Assessment (to be completed by intern)

**1. What are your main achievements during the internship?**

**2. What challenges did you face and how did you address them?**

**3. Which new skills or knowledge did you acquire?**

**4. Did you meet your initial learning goals? Explain.**

**5. In what areas do you wish to improve further?**

**6. Feedback and Suggestions for the Organization:**

## Supervisor Evaluation

Criteria	Excellent	Good	Average	Needs Improvement
Work Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Supervisor's Additional Comments:

## Signatures

Intern Signature:

Supervisor Signature: