**INTERN’S SELF-ASSESSMENT FORM**

| Student’ Name: |  |
| --- | --- |
| Supervisor’ Name: |  |
| Organization: |  |
| Starting Date of Internship: |  |
| End Date of Internship: |  |

Please take a few minutes to evaluate your performance at the internship site.

***Please complete Parts I and II of this evaluation and then schedule a meeting with your internship supervisor to compare your self-evaluation to your supervisor’s evaluation of your performance. During your meeting with your supervisor, complete the Part III of this evaluation and at the end of the internship period submit completed form to HEI.***

**Part I – Goals and Objectives**

This part of the evaluation form pertains to the goals and objectives developed at the start of the internship. Please make your comments as complete as possible.

***Were the goals and objectives prescribed for the internship realistic and obtainable?***

***PLEASE RATE***

Comments:

|  |
| --- |

***Did you strive to accomplish the goals and objectives while employed at this internship position?***

***PLEASE RATE***

Comments:

|  |
| --- |

**Part II – Performance**

Please rate your performance by checking the box that corresponds with your assessment of your performance in the current internship:

| **Self-management** | Yes | Rather yes | Rather no | No | Difficult to answer |
| --- | --- | --- | --- | --- | --- |
| 1. Maintain agreed upon schedule, punctual, and communicates schedule changes appropriately.
 |  |  |  |  |  |
| 1. Prepare in advance, plans ahead to get tasks done, meet deadlines, and follow through until projects are complete.
 |  |  |  |  |  |
| 1. Seek out opportunities and finds ways to contribute in a significant way to projects.
 |  |  |  |  |  |
| 1. Adapt well to emerging requests from managers, coworkers, and customers.
 |  |  |  |  |  |
| 1. Show a willingness to change in response to new information.
 |  |  |  |  |  |
| 1. Admit to and corrects mistakes when they are made.
 |  |  |  |  |  |
| 1. Seek out resources and/or asks for help when unsure about how to proceed on tasks.
 |  |  |  |  |  |
| 1. Take responsibility for personal behavior and makes decisions to the best interest of the company and its stakeholders.
 |  |  |  |  |  |

Comments:

|  |
| --- |

| **Engaging withe Others in** [**digital Environment**](https://www.linkedin.com/pulse/engaging-customers-changing-digital-environment-5-key-woods-cae) | Yes | Rather yes | Rather no | No | Difficult to answer |
| --- | --- | --- | --- | --- | --- |
| 1. Listen attentively to supervisors, colleagues, customers, and peers.
 |  |  |  |  |  |
| 1. Ask thoughtful questions to better understand tasks and projects.
 |  |  |  |  |  |
| 1. Tailor the content and delivery of oral and written communication to the audience appropriately.
 |  |  |  |  |  |
| 1. Relate to colleagues and customers with empathy and curiosity.
 |  |  |  |  |  |
| 1. Build constructive working relationships with individuals from a range of backgrounds.
 |  |  |  |  |  |

Comments:

|  |
| --- |

| **Produce Results in** [**digital Environment**](https://www.linkedin.com/pulse/engaging-customers-changing-digital-environment-5-key-woods-cae) | Yes | Rather yes | Rather no | No | Difficult to answer |
| --- | --- | --- | --- | --- | --- |
| 1. Gather information from diverse sources to better understand a project and make decisions.
 |  |  |  |  |  |
| 1. Generate numerous solutions or ways of approaching tasks.
 |  |  |  |  |  |
| 1. Anticipate possible challenges, drawbacks, or pitfalls to a given idea.
 |  |  |  |  |  |
| 1. Reflect on performance and make adjustments accordingly.
 |  |  |  |  |  |
| 1. Accept and implement feedback on my performance.
 |  |  |  |  |  |
| 1. Analyze how a given task or project impacts the larger mission or purpose of the organization.
 |  |  |  |  |  |

Comments:

|  |
| --- |

| **Digital Competencies** | Yes | Rather yes | Rather no | No | Difficult to answer |
| --- | --- | --- | --- | --- | --- |
| 1. Works efficiently with digital communication tools (e.g. Zoom, MS Teams etc.)
 |  |  |  |  |  |
| 1. Works efficiently with text formatting tools (e.g. MS Word)
 |  |  |  |  |  |
| 1. Works efficiently with spreadsheets (e.g. MS Excel)
 |  |  |  |  |  |
| 1. Works efficiently with presentation tools (e.g. MS Powerpoint)
 |  |  |  |  |  |
| 1. Is able to find necessary work related information in internet
 |  |  |  |  |  |
| 1. Is able to find and use appropriate digital tools for work related issues
 |  |  |  |  |  |

Comments:

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| --- |

**PART III -** **Reflection on your performance**

Please provide the following information about your internship experience.

***Identify the most important learning goals you had set for yourself when beginning the internship.***

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| --- |

***How well do you feel you accomplished these goals in this internship?***

|  |
| --- |

***List the activities that allowed you to accomplish your goals.***

|  |
| --- |

***Identify any specific knowledge or skills gained during this internship that have enhanced your professional development.***

|  |
| --- |

***What tasks have you excelled at in your internship so far?***

|  |
| --- |

***What tasks have been difficult for you in your internship thus far? What do you need to be better equipped to accomplish those tasks?***

|  |
| --- |

***Overall, how do you rate your experience with this internship?***

| *Excellent* | *Good* | *Average* | *Unsatisfactory* |
| --- | --- | --- | --- |
|  |  |  |  |

Comments:

|  |
| --- |

Intern’s Signature: Date:



***Please email this form to ……***