

Intern Performance Review Forms

Intern Name (First and Last) _____

Department _____ Supervisor/Manager _____

Review Date _____ Next Review Date _____

Reviewer's Name _____

Part I: The intern's perspective on his/her achievement

(Areas of strength, areas for development, overall satisfaction or dissatisfaction of his/her internship.)

When completing this section, think not only about technical skills that you have accomplished this period, but also think about skills such as interpersonal relations and communications (writing and speaking), team work, etc. You should also think about the goals you set out to obtain during this internship period. Did you meet these goals? Have any goals been left unfinished? In what ways could you have more efficiently or successfully completed these goals? Do you regret any of the goals you reached? Honest answers will provide for an even more successful internship.

What are your major accomplishments this review period? (Did you achieve your goals? What major skills have you improved?)

What are your areas of strength? (What fields have you excelled in? What areas are you particularly good at?)

What areas need development? (In what fields do you feel you could improve in?)

How well do you feel your goals were met? (Efficiently? Easily? Should you set more difficult or realistic goals?)

Do you have any suggestions for your supervisor/manager(s)? (How could your manager(s) improve or better help you)

Do you have any suggestions for the internship program as a whole? (Should the internship be better integrated into curriculum? How can we make this program more successful?)

How has your internship made an impact on your future plans? (Has it guided you in deciding on a career? How has it changed your plans for the future? Or has it?)

Do you have comments about your site supervisor/manager's comments on your review?

Part II: The Intern's Future Goals

(Areas for development, goals of next review period, hopes for the future of your internship.)

This section helps to focus on your goals and begin to look at timelines for achieving those goals. Agreeing to performance objectives is critical to optimizing performance. Discuss and list these goals for the coming review period. In order to ensure clarity and understanding, make each objective specific, measurable, achievable, result-oriented, and time bound. These goals will provide a working document of what is expected. Please discuss on an on-going basis and revise when changes occur during the performance period.

What are your goals for the next review period? (Specifically, what do you hope to learn or accomplish)

What would you like to see yourself doing next? (Do you wish to learn a whole new field? Work a different department?)

Part III. Supervisor's/Manager's Perspective on the Intern's Achievement

(Interns' areas for development, goals of the next review period, hopes for the future of your internship)

What were the major accomplishments this review period? (Did the intern achieve his/her goals? What major skills has he/she improved on?)

What are his/her areas of strength? (What fields has he/she excelled in? What areas is he/she particularly good at?)

What areas need development? (In what fields do you feel he/she can improve?)

How well do you feel his/her goals were met? (Efficiently? Easily? Should he/she set more difficult or realistic goals?)

How can you better help the intern?

Do you have any suggestions for the internship program as a whole? (How can we make this program more successful?)

Part IV: Review Comments and Notes

For use by the reviewer and supervisor/manager only.

Comments and notes from intern's review.

Reviewer:

Review Date: