

## Practitioner Final Intern Evaluation SP 2008-FA 2014

On the following pages, please apply the Rating Scale below to assess the Personal Characteristics, Professional Relations, and Professional Proficiencies of this intern.

**YOU are encouraged to comment in the space provided.**

(5) = EXCELLENT – Meets top expectations.

(4) = ABOVE AVERAGE – Consistently better than satisfactory.

(3) = AVERAGE – Adequate, but no more than satisfactory.

(2) = BELOW AVERAGE – Not consistently satisfactory.

(1) = UNSATISFACTORY – A completely unsatisfactory performance.

(n/a) = INSUFFICIENT INFORMATION OR DOES NOT APPLY TO INTERNSHIP

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n=234

### Attendance and Punctuality

(.4.6.)

Intern was prompt and absent only with good reason and adequate notice.

### Personal Appearance

(.4.7.)

In relation to the job, the intern was neat, clean and appropriately dressed.

### Resourcefulness

(.4.4.)

Intern uses resources effectively; is able to make do or adapt to the situation.

### Judgment and Problem Anticipation

(.4.)

Intern makes common sense decisions; anticipates and is generally able to successfully handle problem and/or emergency situations?

### Motivation Skills

(.4.5.)

Intern is enthusiastic, generates interest, makes things happen.

### Acceptance of Responsibility

(.4.5.)

Intern exhibits willingness to assume responsibility when situations call for it; is capable of standing on his/her own two feet.

### Initiative, Creative

(.4.3.)

Intern looks for additional work, avoids idleness, originates ideas, makes creative efforts.

### Personable, Positive Influence

(.4.7.)

Intern is friendly, a possessor of a sense of humor; is generally relaxed in a group setting.

***Professional Relations***

**Public Relations Skill** ( \_\_4.6\_\_ )

Intern is tactful, diplomatic, exhibits courteous behavior.

**Work Attitudes** ( \_\_4.6\_\_ )

Intern is industrious, willing to assist others, does his/her share; has positive deportment.

**Rapport with Staff** ( \_\_4.7\_\_ )

Intern works harmoniously with others, is cooperative, considerate, helpful, etc.

**Relates to Clients, Participants and Customers** ( \_\_4.5\_\_ )

Intern possesses ability to get people involved, shows interest, respect and concern for clients.

**Understands Special Needs of Clients** ( \_\_4.2\_\_ )

Intern is aware of limitations and individual differences; plans appropriately for needs.

**Adaptability** ( \_\_4.4\_\_ )

Intern can adjust plans and actions according to developing situations, changing moods of groups

**Takes Criticism Constructively** ( \_\_4.5\_\_ )

Intern is willing to discuss and recognize deficiencies; works on personal problems.

***Professional Proficiencies***

**Knowledge and Skills Performed** ( \_\_4.3\_\_ )

Intern displays a knowledge of recreation program skills and techniques in developing activities.

**Planning Activities** ( \_\_4.4\_\_ )

Intern plans well in advance for programs and other commitments.

**Facilities and Equipment Care** ( \_\_4.5\_\_ )

Intern keeps facilities and equipment in good condition.

**Leadership Qualities** ( \_\_3.9\_\_ )

Intern displays a quality of leadership that encourages development. Personal characteristics are worthy of emulation.

**Written Communications, Reports** ( \_\_4.0\_\_ )

Intern conveys ideas clearly; makes few errors; does neat, organized, work, meets deadlines.

**Oral Communications** ( \_\_4.4\_\_ )

Intern expresses self effectively, makes points clearly, can be heard by others.

***Problem Solving Ability*** ( \_\_4.3\_\_ )

Intern identifies problems; works effectively for solutions

**Task Accomplishment** ( \_\_4.5\_\_ )

Intern effectively completes tasks within deadlines; pursues difficult tasks to completion.

**Evaluation, Self-Improvement** ( \_\_4.4\_\_ )

Intern has the ability to analyze weaknesses; works for betterment and self-improvement.

**Professional Growth** ( \_\_4.5\_\_ )

Intern searches for more knowledge and experience, attends meetings, reads and discusses, inquires about the profession.

Considering the following criteria, and other assessment criteria your agency may use, what is your overall rating of the student's internship performance? Attach any additional forms that may have been utilized in assessing the intern's performance.

**ASSESSMENT SCALE** – Please indicate (X) the most appropriate rating of the student's performance during the internship. ( \_\_4.5\_\_ )

\_\_\_\_\_ **Excellent** – The top rating – the very best – “Outstanding”; does not necessarily mean just the best of student interns. It means the best that you might hope for in a new employee in the position. Be cautious in awarding this rating – it should go only to a person your agency would hire without reservation.

\_\_\_\_\_ **Above Average** – While “Average” means just satisfactory, or what you would expect from any employee. “Above Average” is a very good rating and indicates an all-around efficient performance on the intern's part. This is a person that would be hired without reservation.

\_\_\_\_\_ **Average** – As explained above, an “Average” performance is one without special strength or

weakness. Performance is adequate and no more. This person might be hired but with some reservation.

\_\_\_\_\_ **Below Average** – This student is not performing satisfactorily at the present time but may be capable of improvement through further training/experience or a different placement. This person would not be considered for employment.

\_\_\_\_\_ **Unsatisfactory** – “Unsatisfactory” indicates a poor performance. The intern is either not suited to the placement or appears to not be capable of a better performance. This person would be rejected as an employee.