

FORM III-B
Agency's Final Evaluation of Intern

Intern Name: _____ Agency: _____

Please complete the following intern evaluation (MS Word version with embedded text boxes for each line is available at <http://www.wiu.edu/coehs/leja/fire/index.php>). For each trait listed decide which description most nearly applied to the intern being rated, and place a check mark in the appropriate space provided. Please mail the completed form to Internship Coordinator, WIU - LEJA, 1 University Circle, Macomb, IL 61455, or fax it to 309/298-2516, or e-mail it to j-swanson@wiu.edu, (your professional e-mail address will represent your signature). *You may choose to complete Form III-A, B, or C, only one form is requested.*

A. DEPENDABILITY: (Manner he/she applied self; amount of supervision required)

1. ___ Deserved utmost confidence; showed sound judgment based on thorough analysis, seldom necessary to check.
2. ___ Could be relied upon to use good judgement and common sense in facing new situations.
3. ___ Could be counted on in routine situations; required only occasional spot-checking.
4. ___ Needed frequent checking inclined to be illogical.
5. ___ Could not be relied upon at all; needed to be watched constantly.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

B. INITIATIVE (Originality in thinking; new ways of completing tasks)

1. ___ Relied heavily on others; needed to be continually pushed to complete satisfactory job.
2. ___ Needed to have detailed instructions; was slow in getting started.
3. ___ Performed regular work without waiting for instructions; had average initiative.
4. ___ Was generally alert; analyzed and completed assignments with minimal help.
5. ___ Was a self-starter; very original; made frequent practical suggestions, was anxious to tackle difficult assignments.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

C. RELATIONS WITH OTHERS (Effort of attitude, actions and disposition upon others)

1. ___ Was respected by others; created a favorable impression, had a good attitude, was cooperative and friendly.
2. ___ Indifferent; not always cooperative, showed little enthusiasm.
3. ___ Disagreeable; resentful and critical of associates, complained often.
4. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

D. ABILITY TO LEARN: (Mental ability to master routines, grasped explanations, speed in which s/he learned)

1. ___ Needed considerable and repeated instruction; had undue difficulty in comprehending techniques and routines.
2. ___ Normal ability in grasping techniques and routines; required but little instruction, had good memory.
3. ___ Grasped ideas quickly, required only initial instruction, excellent memory.
4. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

E. KNOWLEDGE OF JOB: (procedures, facilities and equipment)

1. ___ Had unusually detailed and complete knowledge of the job.
2. ___ Well informed; had more than average knowledge of this position.
3. ___ Fairly complete knowledge; understood ordinary and routine situations.
4. ___ Poorly informed; had difficulty following routine procedures, displayed meager knowledge or understanding of job.
5. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

F. PUNCTUALITY: (Work time arrival)

1. ___ Seldom arrived to work on time.
2. ___ Frequently late in arriving for work.
3. ___ Seldom late in arriving for work.
4. ___ Arrived for work at the assigned time.
5. ___ Consistently early in arriving to work.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

G. QUANTITY OF WORK ASSIGNED:

1. ___ Was assigned specific tasks to perform each day of the internship.
2. ___ Was assigned tasks frequently (more than 50% but less than 100% of the time).
3. ___ Was often assigned tasks (25% to 50% of the time).
4. ___ Was seldom assigned tasks (less than 25% of the time).
5. ___ Functioned solely as an observer.

H. QUANTITY OF WORK PRODUCED: (Volume produced under normal conditions, disregard errors)

1. ___ Exceptionally rapid worker; amount produced definitely superior to others.
2. ___ Rapid worker output above average.
3. ___ Average producer; worked to steady pace, wasted very little time.
4. ___ Frequently below average; did not make best use of time.
5. ___ Slow worker wasted time, seldom able to reach normal output.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

I. QUALITY OF WORK: (Neatness, accuracy, thoroughness of work, regardless of volume)

1. ___ Careless, work barely acceptable. Often made mistakes; needed continuous supervision.
2. ___ Work was passable; required considerable checking.
3. ___ Work was average in quality; moderate supervision necessary.
4. ___ Usually did better than average work; seldom made errors.
5. ___ Consistently did exceptionally fine work; was chosen for difficult assignments.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

J. LEADERSHIP:

1. ___ Had difficulty.
2. ___ Got good results.
3. ___ Very effective leader.
4. ___ Not able to observe the intern in this role.
5. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

K. PLANNING AND ORGANIZATION: (Ability to plan, schedule and lay out work to make the most effective use of personnel, materials, and equipment.)

1. ___ Very effective under all circumstances.
2. ___ Planned and organized well.
3. ___ Needed assistance.
4. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

****Answer yes (Y) or no (N) to the following questions, if applicable****

L. TEMPERAMENT:

1. ___Did s/he habitually exercise self-control?
2. ___Did s/he become excited under stress?
3. ___Did s/he take criticism well?
4. ___Did s/he rapidly adjust well to people and situations?
5. ___Was s/he usually firm yet fair and impartial?

M. LOYALTY

1. ___Did s/he adhere to department rules and regulations, and aims and ideals?
2. ___Did s/he show pride in his/her work and the internship?
3. ___Did s/he support his/her superiors?
4. ___Did s/he carry out instructions?
5. ___Did s/he show interest in your agency?

COMMENTS BY AGENCY COORDINATOR (and/or other agency representatives):

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Submitted by _____
(Typed or Printed) (Title)

_____ (Signature) _____ (Date)