

FORM III-C
AGENCY 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>, Current Students, Internship Forms). For each trait listed decide which description most nearly applies to the intern being rated, and place a check mark in the appropriate space provided. *You may choose to complete Form III-A, B, or C, and only one form is requested.* Please mail the completed form to Internship Coordinator, WIU - LEJA, 1 University Circle, Macomb, IL 61455, or e-mail it to j-swanson@wiu.edu (your professional e-mail address will represent your signature).

	Outstanding	Very Good	Good	Needs Improvement	Not Exposed
I. Knowledge					
1. General knowledge of subject matter related to internship area.	___	___	___	___	___
2. Knowledge sufficient to understand functions and structure of department.	___	___	___	___	___
3. Identifies and obtains needed information about agencies policies and procedures.	___	___	___	___	___
4. Identifies and obtains needed information about written and unwritten policies and procedures.	___	___	___	___	___
II. Performance					
1. Ability to schedule activities and/or follow through schedules.	___	___	___	___	___
2. Ability to learn new skills, methods, and ideas.	___	___	___	___	___
3. Ability to complete tasks adequately and promptly.	___	___	___	___	___
4. Ability to adequately complete written reports or other work.	___	___	___	___	___
III. Professional Relationships					
1. Maintains a tactful, courteous, and cooperative relationship with staff.	___	___	___	___	___
2. Maintains a tactful, courteous, and cooperative relationship with the public.	___	___	___	___	___
3. Understands and relates well with persons served by your agency.	___	___	___	___	___
4. Handles new situations with poise.	___	___	___	___	___

	Outstanding	Very Good	Good	Needs Improvement	Not Exposed
IV. Professional Discipline					
1. Ability to plan ahead, schedule, and lay out work so as to make the most effective use of personnel, materials and equipment.	—	—	—	—	—
2. Adheres to standards of behavior of your agency.	—	—	—	—	—
3. Observes required working hours.	—	—	—	—	—
4. Reports to assignments on time and is willing to make-up absences.	—	—	—	—	—
V. Use of Supervision					
1. Brings questions and plans to supervisor.	—	—	—	—	—
2. Shares responsibility for evaluating own strengths and weaknesses.	—	—	—	—	—
3. Accepts authority inherent in supervisors.	—	—	—	—	—
4. Asks for and uses supervisor's help in enhancing knowledge and skills.	—	—	—	—	—
VI. Overall Rating	—	—	—	—	—

Comments by Agency Coordinator (and/or other agency representatives):

Submitted by _____
(Typed or Printed)

(Title)

(Signature)

(Date)