

FORM III-A
Agency Final Evaluation of Intern

Intern Name: _____ Agency: _____

Please complete the following evaluation (MS Word version with embedded text boxes that expand automatically to accommodate responses is available at <http://www.wiu.edu/coehs/leja/fire/index.php>, (Current Students, Internship Forms). This evaluation is important as it provides the opportunity to see how professionals perceive the intern. Please be frank with your comments and support them with examples or situations when appropriate. *You may choose to complete Form III-A, B, or C, and only one form is requested.* Please mail the completed form to Jeff Swanson, 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). Click on the * to open the text box and enter information; text box will expand automatically.

1. Did the intern come across professionally?

*

2. Did the intern display a real understanding of terminology, policy, and procedures?

*

3. Generally, has the intern been successful in relating to and interacting with supervisors, employees, and the particular clients or public served by your agency?

*

4. Have you become aware of any particular problems or abilities in the intern that suggests either future career difficulties or successes in this field?

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5. Would you consider the intern for future employment with your agency?

*

6. Please list any additional comments concerning the intern's dependability, initiative, and temperament, etc.

*

7. Do you have any comments or suggestions concerning the internship program?

*

Submitted by _____ (Typed or Printed) _____ (Title)
_____ (Signature) _____ (Date)