

**Manasquan High School
Academy of Finance
Internship Evaluation Form**

Thank you for supervising an intern from the Manasquan High School Academy of Finance. This form should be completed near or at the end of the student's internship. Please discuss the evaluation with the intern and give them a copy of it to hand in with their "Internship Reflection Paper" due in September.

If you feel it is necessary, you may also use this form as a mid-term evaluation for the intern.

If you have any questions or concerns during the internship please do not hesitate to contact John Driscoll at 732-754-8746 or jdriscoll@manasquanboe.org. Thank you.

Intern's Name: _____

Name of Company or Place of Business:

Intern's Manager:

Evaluation form key: 1=unsatisfactory; 2=needs improvement;
3=satisfactory; 4=above average; 5=outstanding

1. ____ Quality of work (accurate and thorough)
2. ____ Quantity of work (met goals set by manager)
3. ____ Time Management (efficient/effective use of time to complete tasks)
4. ____ Initiative (ability to work independently)
5. ____ Communication skills
6. ____ Grasp of material/subject
7. ____ Creativity
8. ____ Interpersonal relations/teamwork (effectiveness in working with peers and supervisors)
9. ____ Adaptability (ability to accommodate change)
10. ____ Appearance (adheres to dress code/practices proper grooming habits)
11. ____ Dependability (Punctuality/Attendance)
 - a. Number of days absent: _____
 - b. Number of days late: _____
12. ____ Problem solving/critical thinking skills

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Discuss the growth of the intern from the beginning of the internship to the end. Please include both positive and negative comments (ex. - shortcomings, things that the intern was able to overcome, etc.)

What would be the overall grade you would give this intern? (100 points being the highest)

Evaluator Signature: _____

Date: _____

Intern Signature: _____

Date: _____