

**Agency Supervisor's Final Evaluation
of Intern's Performance**
Leisure Studies Program
University of Iowa

This Evaluation is to be completed by the Agency Supervisor and discussed with the Intern prior to submission to the University Supervisor.

Intern Name _____

Agency _____ Agency Supervisor _____

Based on the intern's performance during the entire internship, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern's performance. Thank you.

NA = Not Applicable	2 = Improvement Needed	4 = Good
1 = Unacceptable	3 = Average	5 = Superior

Knowledge Competencies

- _____ **Objectives:** Based on the job description of the intern position, the intern met specified criteria and fulfilled the Agency's goals as outlined.
- _____ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion was appropriate.
- _____ **Application of Knowledge:** Applied previously learned academic content to the work setting.
- _____ **Processing:** Actively applied assessment, planning, implementation, and evaluation steps to work assignments.
- _____ **Organization Skills:** Displayed ability to analyze complex situations and problems to systematic knowledge and took appropriate courses of action.
- _____ **Technical/Clinical Skills:** Demonstrated appropriate development of technical and/or clinical skills.
- _____ **Leadership Skills:** Demonstrated appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.
- _____ **Evaluation Skills:** Assessed self realistically in relation to education, experience and internship experiences.

Interpersonal Competencies

- _____ **Oral Communication:** Communicated ideas and feelings to others in easily understandable fashion. Oral communication was clear and effective.
- _____ **Written Communication:** Presented clear, concise, and thorough written work. Grammar and spelling were appropriate.
- _____ **Empathy:** Displayed empathy toward clients, supervisors, coworkers.
- _____ **Respect:** Demonstrated respect and tact with clients, supervisors, and coworkers.

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Professional Attitudes and Behaviors

_____ **Professional Attitude and Behavior:** Intern displayed positive, optimistic and constructive attitude. Remained calm and composed, especially in times of strain and anxiety.

_____ **Adaptability:** Adjusted to new situations, new clients, new staff, changes in assignments.

_____ **Creativity:** Displayed imagination, ingenuity, creativity with common sense.

_____ **Motivation, Enthusiasm, Initiative:** Demonstrated motivation and enthusiasm for work responsibilities, and initiative when appropriate.

_____ **Time Management:** Demonstrated desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

Professional Judgment

_____ **Professional Judgment:** Analyzed situations and made appropriate comments, advice and decisions in relation to the goals of the Agency.

_____ **Constructive Criticism:** Accepted constructive criticism.

_____ **Supervision:** Sought/accepted direct and indirect supervision when appropriate.

_____ **Ethics:** Followed ethical standards of the profession and the Agency.

General Comments and/or Observations:

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My attitude toward retention of this student for my staff, if a position were available, is as follows:

_____ Particularly wish to retain

_____ Pleased to retain

_____ Satisfied to retain

_____ Prefer not to retain

Please supplement the above rating with a brief narrative statement noting characteristics or abilities that will particularly qualify, or problems that will affect the student for the profession. Thank you.

Agency Supervisor Signature Date

Intern Signature Date