

**Agency Supervisor's Mid-Semester 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 first one-half of the semester, 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  
1 = Unacceptable

2 = Improvement needed  
3 = Average

4 = Good  
5 = Superior

**Knowledge Competencies**

\_\_\_\_\_ **Objectives:** Based on the job description of the intern position, the intern is meeting specified criteria and is fulfilling the Agency's goals as outlined.

\_\_\_\_\_ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion is appropriate.

\_\_\_\_\_ **Application of Knowledge:** Applies previously learned academic content to the work setting.

\_\_\_\_\_ **Processing:** Actively applies assessment, planning, implementation, and evaluation steps to work assignments.

\_\_\_\_\_ **Organization Skills:** Displays ability to analyze complex situations and problems to systematic knowledge and takes appropriate courses of action.

\_\_\_\_\_ **Technical/Clinical Skills:** Demonstrates appropriate development of technical and/or clinical skills.

\_\_\_\_\_ **Leadership Skills:** Demonstrates appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.

\_\_\_\_\_ **Evaluation Skills:** Assesses self realistically in relation to education, experience and internship experiences.

**Interpersonal Competencies**

\_\_\_\_\_ **Oral Communication:** Communicates ideas and feelings to others in easily understandable fashion. Oral communication is clear and effective.

\_\_\_\_\_ **Written Communication:** Presents clear, concise, and thorough written work. Grammar and spelling are appropriate.

\_\_\_\_\_ **Empathy:** Displays empathy toward clients, supervisors, coworkers.

\_\_\_\_\_ **Respect:** Demonstrates respect and tact with clients, supervisors, and coworkers.

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**Professional Attitudes and Behaviors**

\_\_\_\_\_ **Professional Attitude and Behavior:** Intern displays positive, optimistic and constructive attitude. Remains calm and composed, especially in times of strain and anxiety.

\_\_\_\_\_ **Adaptability:** Adjusts to new situations, new clients, new staff, changes in assignments.

\_\_\_\_\_ **Creativity:** Displays imagination, ingenuity, creativity with common sense.

\_\_\_\_\_ **Motivation, Enthusiasm, Initiative:** Demonstrates motivation and enthusiasm for work responsibilities, and initiative when appropriate.

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

**Professional Judgment**

\_\_\_\_\_ **Professional Judgment:** Analyzes situations and makes appropriate comments, advice and decisions in relation to the goals of the Agency.

\_\_\_\_\_ **Constructive Criticism:** Accepts constructive criticism.

\_\_\_\_\_ **Supervision:** Seeks/accepts direct and indirect supervision when appropriate.

\_\_\_\_\_ **Ethics:** Follows ethical standards of the profession and the Agency.

**General Comments and/or Observations:**

\_\_\_\_\_  
Agency Supervisor Signature      Date

\_\_\_\_\_  
Intern Signature      Date