**Intern Evaluation**

Intern Name Marking Period

**Performance:** Rate student’s performances relative to each of the categories listed below and explain the reasons for the rating selected.

**Ratings:** 1-Exceeds Expectations; 2-Meets Expectations; 3-Needs Improvement; 4-Unsatisfactory

|  |  |  |
| --- | --- | --- |
| **Performance Category** | **Rating** | **Comments** |
| **Organization:** Making efficient use of time and materials to accomplish assigned duties, experiments, writing assignments and organizing tasks. |  |  |
| **Communication:** Ability to express self orally and in writing. |  |  |
| **Relations with others:** Cooperative, considerate, dependable and uses appropriate business like communication to accomplish job duties. |  |  |
| **Work Quality:** Pays attention to details, structures activities to maximize speed and results, cares for equipment, materials and the work area, uses good judgment. |  |  |
| **Productivity and Effectiveness:** Completes work accurately, records experiments in laboratory note books thoroughly, and neatly, completes volume of work that meets established standards in a timely manner, and accepts ownership and responsibility for the job. |  |  |
| **Technical Proficiency:** Competent working with hardware, software, and other laboratory equipment. Understands and stays up to date with changing technology and laboratory protocols and techniques related to job duties. Provides technical assistance to others if needed and understands company and department mission, role and operations. |  |  |
| **Attitude:** very interested and industrious. |  |  |
| **Safety:** Understands laboratory safety, knows who is the safety officer, material safety data sheets, chemical and biological spill protocols, radiation usage protocols if needed, fire drills and emergency response. Knows where spill kits and fire extinguishers are. Understands role of OSHA and safety officer. |  |  |
| **Overall Performance:** |  |  |

**Attendance and work habits:**

Acceptable (Avoids Absences) Unacceptable (Absent Regularly)

**On Time:** Yes No

Based on the student’s performance, would you be willing to work with him / her again?

Yes No (Please state reason)

Reviewer:

Date:

**Student Goals**

At the beginning of the performance period, the student and laboratory supervisor / director will jointly establish a minimum of one to a maximum of three performance goals. One goal must be performance based and added goals may encourage student growth and development. When setting goals, discuss with the student anticipated projected results and time frames for completion.

Goal:

1.

Deadline:

2.

Deadline:

3.

Deadline:

Student’s Signature: Date:

Supervisor’s Signature: Date:

At the end of the performance periods, indicate whether or not the goal was achieved in the final review materials section of the form. If goals were not achieved, explain the reason for non-achievement.

Goal Results:

1.

Achieved Yes No Date

2.

Achieved Yes No Date

3.

Achieved Yes No Date

Student’s Initials: Date:

I agree with the progress review Yes No

Student Comments:

Supervisor’s Initials: Date:

Suggested next assignment: