

# Internship Performance Review

## Department of Political Science



Please return this form via email to the [polisci@umkc.edu](mailto:polisci@umkc.edu). Your evaluation will be an important component of the student's grade.

Semester of Internship (semester and year) \_\_\_\_\_

Name of Intern \_\_\_\_\_

Host Organization \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

**Ratings:**

1 = Unsatisfactory, 2 = Satisfactory, 3 = Very Good, 4 = Excellent, N/A = Not Applicable or Unable to Assess

**Job Skills** (Check One.)

Quality of Work: Assignments are complete, accurate and orderly.

N/A                      1                      2                      3                      4

Competency: Possesses the necessary abilities to complete assignments.

N/A                      1                      2                      3                      4

Judgement: Exhibits balance, thought and discretion in making decisions.

N/A                      1                      2                      3                      4

Communication: Demonstrates the necessary level of written and oral skills and a professional vocabulary.

N/A                      1                      2                      3                      4

Team Concepts: Works well with and for others.

N/A                      1                      2                      3                      4

Time Management: Is able to schedule time effectively in accomplishing assignments.

N/A                      1                      2                      3                      4

Dependability: Reliable, timely and productive in arriving for work and completing assignments.

N/A                      1                      2                      3                      4

Creativity: Imaginative and resourceful in problem-solving.

N/A                      1                      2                      3                      4

Initiative: Seeks new responsibilities, tasks or skills; does not hesitate to ask questions.

N/A                      1                      2                      3                      4

Comments on Job Skills Ratings:

**Interpersonal Skills and Personal Dynamics** (Check One.)

Attitude toward Experience: Enthusiasm and interest apparent and consistent.

N/A                      1                      2                      3                      4

Self-Confidence: Poised and sincere in representing their strengths and limits.

N/A                      1                      2                      3                      4

Supervisory Relationship: Responsive, cooperative and attentive to supervision.

N/A                      1                      2                      3                      4

Reaction to Criticism: Receives and uses suggestions to bring about positive changes to work habits.

N/A                      1                      2                      3                      4

Punctuality: Responsible for time demands of the position.

N/A                      1                      2                      3                      4

Personal Appearance: Is consistent with the image of the organization.

N/A                      1                      2                      3                      4

**Overall Evaluation** (Check One.)

N/A                      1                      2                      3                      4

Please indicate any additional comments or suggestions you have for the intern.

Please indicate any informational needs or comments you have for the Internship Coordinator regarding our Internship program.