



Intern Final Evaluation Report

Intern Name: _____

Agency Supervisor: _____

Agency Name: _____

The Recreation, Tourism and Events program requests a formative assessment of your intern's performance so that we can more effectively provide guidance or encouragement during the remainder of the semester. The same response categories are used on the Final Evaluation form that we will be asking you to complete at the conclusion of the internship. A comparison of the mid-term and final assessments then can reflect the student's improvement or growth as applicable. Please attach additional sheets if necessary. We would appreciate your specific comments.

Please scan this evaluation to: dtrafford@fsu.edu or mail the evaluation to:

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 Kellogg Building #308
 P.O. Box 3061272
 Tallahassee, FL 32306-1272

Overall Rating		
5	Excellent	Demonstrates outstanding performance, exceeds expectations, able to work independently
4	Above Average	Able to perform above the agency's expected level
3	Average	Able to consistently meet expectations of the agency's performance standards
2	Below Average	Requires assistance and/or monitoring, needs improvement to meet agency performance standards
1	Unacceptable	Rarely or unable to perform at an acceptable level; requires supervision and considerable improvement to meet performance standards
N/A	Not Applicable	

Communication Skills		1	2	3	4	5	N/A
1	Interpersonal skills with customers, members, guests						
2	Interpersonal skills with co-workers and supervisors						
3	Effectiveness of written communication (content, quality, grammar, spelling, punctuation)						
4	Effectiveness of oral communication						
5	Effectiveness of presentation skills (organization, clarity, able to generate listeners' interest, poise, self-confidence)						
Comments/Observations							
Leadership and Programming		1	2	3	4	5	N/A
1	Initiative and creativity						
2	Understands goal/objective development						
3	Ability to plan events/programs						
4	Ability to implement events/programs						
5	Ability to evaluate events/programs						
6	Demonstrates appropriate leadership skills						
Comments/Observations							
Administration and Supervision		1	2	3	4	5	N/A
1	Supervision of staff/volunteers						
2	Understanding budget policies and process						
3	Understanding the mission of organization						
4	Understanding of organization's policies and procedures						
Comments/Observations							
Facilities		1	2	3	4	5	N/A
1	Understands facility maintenance processes						
2	Demonstrates risk management awareness (crowd control, emergency procedures)						
3	Understands facility scheduling process						
Comments/Observations							
Public Relations/Marketing		1	2	3	4	5	N/A
1	Handles customers concerns/complaints in a responsible manner						
2	Ability to interact with customers/guests/clients in a positive manner						
3	Ability to promote events/programs						
4	Ability to market events/programs						
Comments/Observations							

Technical Skills		1	2	3	4	5	N/A
1	Overall assessment of the student's knowledge of the job (programs, policies, procedures, equipment) as they would compare to those of an entry-level professional						
2	Produces high quality work within deadlines						
3	Acts productively and takes initiative						
4	Take commitments and deadlines seriously						
5	Competency in using technology (computers, phone system, copiers/FAX/Scan, presentation equipment)						
Comments/Observations							
Professional Development		1	2	3	4	5	N/A
1	Ability to understand and work within agency's role, policies, structure, and politics						
2	Professional appearance consistent with agency policy						
3	Demonstrates progress toward stated internship objectives						
4	Ability to maintain professional boundaries with staff and customers						
Comments/Observations							
Personal Qualities		1	2	3	4	5	N/A
1	General attitude (e.g. pleasant, helpful, positive, courteous, enthusiastic)						
2	Initiative (assumes responsibility, productive)						
3	Responsibility and dependability (ability to follow through with instructions; can be relied upon for quality work; can work with minimal supervision)						
4	Attendance and punctuality. Gives sufficient notice of absences; keeps assigned work schedule						
5	Time management and multi-tasking						
6	Judgment and decision-making						
7	Acceptance of supervision and criticism (seeks suggestions for improvements; accepts and utilizes feedback)						
8	Cooperation (ability to work as a team member, respectful, collaborates with others)						
9	Quality of work contributions						
10	Insight into own professional and personal strengths and weaknesses						
Comments/Observations							
(Note: Please add any agency specific evaluation criteria in the blank spaces provided)							
Other Intern Qualities and Characteristics		1	2	3	4	5	N/A
1							
2							
3							
4							
5							
Comments/Observations							

OVERALL RATING OF THE STUDENT

Excellent

Above Average

Average

Below Average

Unacceptable

This report has has not been discussed with the student intern.

Signature of Student

Date

Signature of Supervisor

Date