

**Fort Hays State University**  
**Department of Health and Human Performance**  
**Internship Supervisor Assessment – 100 points**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HHP Concentration:** \_\_\_\_\_

The purpose of the internship is to demonstrate a variety of professional skills and attributes. Please complete the following assessment based on the intern’s overall performance. Each area is rated based on a 0-5 scale. Thank you.

Category	<b>5</b> Excellent Demonstrated all the time	<b>4</b> Very Good Demonstrated most of the time	<b>3</b> Average Demonstrated some of the time	<b>2</b> Below Average Demonstrated a few times	<b>1</b> Poor Demonstrated rarely	<b>0</b> No Effort Never Demonstrated	Score
Kept Appointments							
Kept Scheduled work hours							
Followed work attendance policies							
Completed tasks on time							
Completed responsibilities on time							
Followed pertinent policies and regulations							
Maintained appropriate communication with supervisor							
Maintained appropriate communication within the organization							
Communicated effectively with clients							
Communicated effectively in writing							
Worked effectively without immediate supervision							
Worked effectively with others							

Made decisions and carried out plans & tasks independently							
Applied critical thinking and problem-solving skills to work tasks							
Applied knowledge of theories of the profession							
Applied knowledge of equipment & facilities							
Planned programs based on client needs							
Applied knowledge of assessment							
Acted within the ethics of the profession							
Carried out the mission of the organization							
<b>TOTAL SCORE</b>							

Grading Scale: A= 90% (90/100 points), B=80% (80/100 points), C=70% (70/100 points), D=60% (60/100 points), U=< 60% (59/100 points).

Minimal Acceptable Level: Mastery (80% & above) = 80/100 points & above

What are the strengths of this intern?

What are the weaknesses of this intern?

What changes, knowledge, skills, and educational experiences would benefit this intern most?

If your agency had a job vacancy for someone with this individual's training and experience, would you consider him or her as a prospective employee? Why?

Signature:

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Title/Position:

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Organization:

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Address:

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