

Name \_\_\_\_\_  
Internship Site \_\_\_\_\_  
Date \_\_\_\_\_

## Internship SELF EVALUATION

The following statements are to make you think seriously about your performance thus far, and to pinpoint areas where you may need to set new personal goals during the remainder of your internship. Please provide meaningful comments and return to Kay Crosby Director of Work-Based Learning, WAC 103 or e-mail to [kay.crosby@northwestcollege.edu](mailto:kay.crosby@northwestcollege.edu)

### **The Internship Position:**

**A** Is this position providing adequate learning experience for you with your background?  
Explain:

**B** Can you improve the effectiveness of your experience? If not, why not? If yes, how?

### **The Sponsoring Agency's Expectations**

**A** Does your sponsor understand your purpose and goals? \_\_\_\_\_YES \_\_\_\_\_NO

Is your position challenging enough for you? \_\_\_\_\_YES \_\_\_\_\_NO

If not, how could you remedy the situation?

**B** Does your supervisor assume your background has prepared you for a position or situations you are not equipped to handle?

\_\_\_\_\_YES \_\_\_\_\_NO Explain

**C** Did you do adequate preparation before accepting the position, investigating the sponsoring agency and level of placement? What additional preparation might you have done?

## Interpersonal Relationships

For this section of the evaluation, respond by checking **Always, Usually, Sometimes, Never**

	<b>A</b>	<b>U</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
Do you cope with annoying situations without losing pose or temper?					
Is your attitude one of eagerness to learn?					
Do you find something new to learn even in the most routine tasks?					
Do you consider your position challenging and worthy of you?					
Do you find your attitude toward clients helpful and concerned?					
<b>DO YOU:</b>	<b>A</b>	<b>U</b>	<b>S</b>	<b>N</b>	
Recognize clients needs?					
Try and assist clients?					
Demonstrate ease in initiating conversation with others?					
Show confidence?					
Have poise in dealing with clients and the public?					
Can the firm point with pride to you as one of their employees?					
Is your attitude one of assistance to the sponsoring agency in accomplishing their functions?					
Are you Prompt?					
Do you approach all tasks, even low level ones, with enthusiasm and a commitment to excellence?					
Do your work habits and quality of work produced justify the time and money the firm is investing in you?					
Do you look forward to each day enthusiastically?					
Do you encourage communication, harmony, and understanding with fellow employees?					

## **Future Goals**

**A** Do you view this experience as a short-term position? If yes, are you personally committed and involved for the present? If no, why not?

**B** Has this experience clarified future goals? If so, how? If not, why?

**C** Describe areas of personal interest and ability that you had not been aware of before this work-based learning experience?