

Intern's Self-Evaluation

Intern Name: _____

Agency: _____

	Poor	Below Average	Average	Above Average	Excellent	Comments
Competence in the Job						
Decision-making skills	1	2	3	4	5	
Organizational skills	1	2	3	4	5	
Knowledge	1	2	3	4	5	
Productivity	1	2	3	4	5	
Initiative	1	2	3	4	5	
Creativity	1	2	3	4	5	
Verbal Communication	1	2	3	4	5	
Written Communication	1	2	3	4	5	
Professionalism						
Personal Appearance	1	2	3	4	5	
Attitude	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Dependability	1	2	3	4	5	
Confidentiality	1	2	3	4	5	
Adaptability	1	2	3	4	5	
Interpersonal Relations						
Client Relations	1	2	3	4	5	
Staff Relations	1	2	3	4	5	
Empathy	1	2	3	4	5	
Cooperation	1	2	3	4	5	
Friendliness	1	2	3	4	5	
Personal Attributes						
Enthusiasm	1	2	3	4	5	
Persistence	1	2	3	4	5	
Assertiveness	1	2	3	4	5	
Emotional Stability	1	2	3	4	5	
Motivation	1	2	3	4	5	

Your Strengths:

Suggestions for Improvement:

Noteworthy Observations/Specific Assignments:

Intern's Signature

Date