# Intern Evaluation Form

This form is intended to assess the performance, progress, and overall contribution of an intern during their internship period. It serves as a tool for supervisors to provide constructive feedback and aid in the intern’s professional development.

## Intern Details

* **Intern Name:** {internName}
* **Department:** {department}
* **Internship Period:** {startDate} to {endDate}
* **Supervisor:** {supervisorName}

## Evaluation Summary

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Rating (1-5)** | **Comments** |
| {#evaluations}{criteria} | {rating} | {comment}{/evaluations} |

## Strengths

{#strengths}

* {item}

{/strengths}

## Areas for Improvement

{#improvements}

* {item}

{/improvements}

## Project Contributions

|  |  |  |
| --- | --- | --- |
| **Project Name** | **Description** | **Impact** |
| {#projects}{projectName} | {description} | {impact}{/projects} |

## Attendance and Punctuality

* **Attendance:** {attendanceRating}/5
* **Punctuality:** {punctualityRating}/5

## Overall Performance

**Final Rating:** {finalRating}/5

**Supervisor's Overall Comments:**

*{supervisorComments}*

## Intern Feedback

**Intern's Comments on Experience:**

{internFeedback}

{#recommendHiring}

The intern is recommended for future employment consideration.

{/recommendHiring}

{^recommendHiring}

The intern is not currently recommended for future employment consideration.

{/recommendHiring}

## Signatures

|  |  |
| --- | --- |
| **Supervisor:** | {supervisorName} |
| **Date:** | {evaluationDate} |
| **Intern:** | {internName} |
| **Date:** | {internSignatureDate} |