

Intern Performance Appraisal Review

Review Period: From _____ To _____ By: _____ Date: _____

Intern Name: _____ Position: _____

Department: _____

I. Key Performance Factors: Review the employee's performance in each area and note area where the intern excels and areas where improvement is necessary.

1. Unsatisfactory Performance	2. Meets Some Requirements	3. Meets Most Requirements	4. Exceeds Requirements	5. Outstanding Performance
Performance does not meet an acceptable level. Requires much improvement.	Performance does not meet an acceptable level, but is steadily improving.	Performance is acceptable, meets standards set for the position on a consistent basis.	Performance is significantly better than average. Consistently exceeds standards.	Exceptional Performance of unusually high caliber. Remarkable achievement and performance.

Key Performance Factor	Key Performance Standards	Rating
	Compare actual performance with expectations as set forth in performance standards... Note performance above or below expectations. Also note where effectiveness could be increased or where improvements are needed.	1,2,3,4,5
1. Communication: Listens effectively; responds clearly and directly; uses appropriate vocabulary; prepares clear, concise reports or records; ably receives written or oral instruction; ably gives or explains instructions and ideas to others.		
2. Interactions with others: Works cooperatively, interfaces effectively with customers, co-workers and the public; gains confidence and trust of others; recognizes strengths and limitations of self and others; exhibits appropriate sensitivity to others feelings; focuses on performance rather than personality in relation to others.		

Key Performance Factor	Key Performance Standards	Rating
<p>3. Responsibility and Planning:</p> <p>Performs tasks thoroughly, on time; works within organizational policies and guidelines; establishes work plans; considers priorities in completing assignments; forecasts problems and changes; encourages the flow of information about decisions, problems and successes.</p>		
<p>4. Assertiveness and Motivation:</p> <p>Pursues goals with commitments and takes pride in accomplishment; takes initiative eagerly; results oriented desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude towards self and others.</p>		
<p>5. Control:</p> <p>Formulates group goals and objectives; establishes and maintains performance stands; plans for and allocates resources to meet objectives; schedules, solves workflow problems and develops new methods.</p>		
<p>6. Judgment:</p> <p>The extent to which intern makes decisions which are sound. Freedom from impulsiveness; obtains and evaluate pertinent information to determine source of an alternative solutions to problems.</p>		
<p>7. Supervision:</p> <p>Assigns work to maximize group strengths; involves interns in the identification and solution of work related problems; promotes teamwork and cooperation; exercises discipline and resolves conflict fairly and constructively; trains, coaches and develops subordinates. Delegates responsibility and authority.</p>		

<p>8. Expense Management: Effectively establishes appropriate reporting and control procedures; operating efficiently at most appropriate cost; staying within established budgets.</p>		
<p>9. Human Resources Mgt: Effective in selecting qualified people; evaluating subordinates performance; strengths and development needs; provides constructive feedback, and takes appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the company goal of equal employment opportunity. Follows personnel practices according to applicable law.</p>		
<p>10. Managing Change & Improvement: Effective in initiating and promoting changes, adapting to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in performance.</p>		
<p>11. Attendance: Extent to which is punctual, observes prescribed work break/meal periods; utilization of vacation, holiday and sick time; overall attendance record.</p>		
<p>12. Overall Evaluation:</p>		

II. Accomplishments and Contributions: Describe the accomplishments and contributions that were made during the review period.

III. Intern Strengths/Areas for Improvements: Identify intern strengths in the areas of specific knowledge, skills and abilities to do the job. Identify areas where you see improvement necessary.

IV. Development Plan: Identify specific work assignments and topics for training designed to increase individual's effectiveness on the job and prepare for future job assignments.

V. Intern Response/Comments:

Intern Signature

Date

(Your signature does not necessarily signify your agreements with the appraisal; it simply means that the appraisal has been discussed with you)

Signatures:

Appraiser

Date

HR Coordinator

Date