



**ASHESI UNIVERSITY
INTERNSHIP ASSESSMENT FORM**

Student's Name:

Date:

Supervisor's Name & Position:

Organization:

Supervisor: Please provide an evaluation of your intern's performance during the internship. Please review and discuss your evaluation with your intern. This discussion will provide the student valuable feedback on job performance and related workplace issues and contribute to his/her academic, personal, and professional development. ***Please return this completed form to Career Services (address listed below)***

Indicate how satisfied you are with the intern's performance by **circling** the appropriate response:
4 = Excellent; 3 = Good; 2 = Fair; 1 = Poor; NA=Not applicable

I. WORKING WITH OTHERS

Ability to communicate with staff	4	3	2	1	NA
Ability to communicate with clients	4	3	2	1	NA
Ability to work with and for others	4	3	2	1	NA

II. SUPERVISION

Openness to constructive criticism	4	3	2	1	NA
Ability to seek and use help	4	3	2	1	NA
Ability to work independently	4	3	2	1	NA

III. PERSONAL QUALITIES

Adherence to agency rules/norms	4	3	2	1	NA
Adaptability(ability to alter activities to accommodate change)	4	3	2	1	NA
Ability and willingness to learn	4	3	2	1	NA
Creativity	4	3	2	1	NA
Decision making	4	3	2	1	NA
Initiative	4	3	2	1	NA
Personal appearance	4	3	2	1	NA
Dependability (punctuality/attendance)	4	3	2	1	NA

IV. SKILLS

Verbal communication	4	3	2	1	NA
Written communication	4	3	2	1	NA
Problem solving/critical thinking	4	3	2	1	NA
Seeing assignments through to completion	4	3	2	1	NA
Making and meeting deadlines	4	3	2	1	NA
Knowledge of academic area	4	3	2	1	NA

V. OVERALL PERFORMANCE

4

3

2

1

1. Please describe the areas of professional growth that you have noticed in the student over the course of the internship.

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2. In what specific areas can the student work towards improvement of performance, knowledge, and/or skill development.

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3. What "professional development plan" would you recommend for the student (i.e., what additional courses, skills, or experience do you think would strengthen his/her career potential)?

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4. If your organization had an opening for a person with the background of this intern, would you hire him/her? Briefly explain, why or why not?

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5. Please discuss with the intern and comment on how our curriculum can be enhanced to better meet the human resource needs of your organization.

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6. General Comments:

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7. Would you be interested in having another Ashesi intern in the future? Yes No

**Please review your evaluation with the student before he/she leaves the internship.
Please Return to:**

Career Services
Ashesi University • PMB CT3• Cantonments, Accra

OR

Email: alartey@ashesi.edu.gh

Supervisor's Signature:..... Date:.....

Student's Signature:..... Date:.....

***Note to Student:** Your signature verifies that you have reviewed and discussed this evaluation of your performance with your site supervisor. However, your signature does not signify that you are in agreement or disagreement with the content.