PRM 408: INTERNSHIP IN PARKS AND RECREATION MANAGEMENT
MID-WAY Supervisor Evaluation of NAU Intern
FAX 928-523-2275

Name of Intern: _____

Intern Organization: _____

Intern Supervisor: _____

Period Covered by Evaluation: From _____ To _____

Date of Evaluation: _____

This rating should be made with care and fairness in the interest of the student intern. Please, reflect carefully upon the intern's performance and make an honest judgement of the qualities of the intern. Base your judgement on the entire evaluation period and not on isolated incidents. Your input is greatly appreciated.

Rating Scale:
□ Outstanding
□ Very Good
□ Good
□ Fair
□ Poor

1). **Knowledge of Position**: Intern understands the requirements of the internship, the interns place in the organization, and the expectations of the intern position.

□ Outstanding
□ Very Good
□ Good
□ Fair
□ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

2). **Productivity**: Intern's use of time and resources. Volume and nature of work produced. Planning and follow-through.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

3). **Quality of Work**: Organization, thoroughness, accuracy, neatness, foresight, and soundness of work decisions.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

4). **Relationships with Visitors/Clientele/Users**: Respect, tact, insight, effectiveness, courtesy, and social skills.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

Improvement Areas: _____

5). **Communication Skills**: Ability to communicate effectively with other staff members, and ability to express their ideas, methods, procedures, and plans to other staff members. Willingness to listen/accept other viewpoints.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

Improvement Areas: _____

6). **Relations with Other Organizational Departments**: Knowledge of the functions of other departments, service areas, and resources within your organization serving your visitors/clients/users. Ability to coordinate and cooperate with other organizational departments.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

7). **Writing Ability and Oral Expression**: Ability to express thoughts on paper through reports, memos, project summaries, etc. Command of verbal communication and ability to speak within the organization and to organizational visitors/clients/users.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

8). **Responsibility**: Dependability, ability to meet schedules and deadlines, follow-through on assignments, and ability to follow instructions.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

9). **Independent Functioning**: Ability to perform without constant supervision and to function effectively on their own initiative.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

10). **Personal Habits**: Attention to appearance, including suitability of attire and personal grooming.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

11). **Attendance and Punctuality**: Regularity of attendance; promptness in reporting absence, tardiness, and time off for illness or personal business.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

12). **Attitude**: Loyalty, interest, and general attitude related to internship, to organizational staff, and to visitors/clients/users. Ability to comply with established procedures and policies.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

13). **Judgement**: Possesses common sense and able to distinguish important considerations from unimportant considerations; evaluates problems before making a decision.

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

14). **Your overall rating of the performance of the intern**:

- □ Outstanding
- □ Very Good
- □ Good
- □ Fair
- □ Poor

Strengths: _____

_____

Improvement Areas: _____

_____

15). **Additional Comments**:

Supervisor: _____

_____

Intern: _____

_____

16). **Signatures**:

Supervisor's Signature: _____

Date: _____

Intern's Signature: _____

Date: _____

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