



INTERNSHIP FINAL EVALUATION

Name of Organization: _____ Evaluator’s Name: _____

Student Name: _____ Internship Term: _____

Your evaluation of the intern provides important feedback necessary for student development and faculty assessment. To assess the student, we ask you to reflect on the eight core competencies for career readiness outlined by the National Association of Colleges and Employers (NACE).¹

3 = Exceeds Expectations 2 = Meets Expectations 1 = Needs Improvement

Critical Thinking/Problem Solving	3	2	1	N/A
Exercises sound reasoning to analyze issues, make decisions and overcome problems				
Demonstrates originality and inventiveness				

Oral/Written Communications	3	2	1	N/A
Articulates thoughts and ideas clearly and effectively inside the organization				
Expresses ideas and effectively writes to audiences outside of the organization				

Teamwork/Collaboration	3	2	1	N/A
Builds collaborative relationships with colleagues and customers				
Negotiates and manages conflict effectively				

Digital Technology	3	2	1	N/A
Leverages existing digital technologies to solve problems and accomplish goals				
Demonstrates adaptability to new and emerging technologies				

Leadership	3	2	1	N/A
Leverages the strength of others to achieve common goals				
Assesses and manage their emotions, using interpersonal skills to motivate others				

Professionalism/Work Ethic	3	2	1	N/A
Demonstrates integrity and ethical behavior				
Able to learn from their mistakes				

Career Management	3	2	1	N/A
Articulates their skills, knowledge, and experiences relevant to the position				
Understands how to self-advocate in the workplace				

Global/Intercultural Fluency	3	2	1	N/A
Values, respects, and learns from the diversity of the staff				
Demonstrates ability to interact respectfully with all people and understand differences				

¹ <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

Written Feedback:

Please comment on the intern's overall performance. Are there any opportunities for specific learning that will enhance the intern's performance? Are there any opportunities to recognize the intern for commendable performance?

Based on your experience with this intern, would you supervise other Pacific Lutheran University students in the future?

Additional Comments:

Signature: _____ **Date:** _____

Contact information: _____ **(Phone)** _____ **(Email)**