## Employer Evaluation of Student Intern

University of Charleston, South Carolina Master of Public Administration Program

Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to the MPA Director at the conclusion of the internship. Thank you for serving as an intern supervisor!

Student Name:
Internship Title:
Supervisor:
Supervisor Title:
Host Organization:
Dates:
Please describe the scope of work your student intern accomplished/performed.

## **Instructions:**

Please use this form to evaluate the performance of the student intern you supervised over the last semester. The questions ask you to assess the student in the competency areas that are core to the MPA program. This evaluation is used to conduct the student's overall course assessment and must be submitted in order for the student to receive a grade. Please share your assessment with the student during the final performance evaluation session.

## **Open Ended Evaluation Questions:**

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1.	How well prepared do you think the intern is for a career in public service? Very well prepared well prepared, not well prepared, unprepared?
2.	In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?
3.	In what ways might the MPA Program improve your experience with our internship program?

**Professional Conduct and MPA Core Competencies:** Using the rating scale below, please indicate the degree of competence the student has demonstrated in each skill area during the internship experience.

- 1 = No apparent competence
- 2 = A small degree of competence
- 3 = A moderate degree of competence
- 4 = A significant degree of competence
- 5 = Full competence

NA = I have no basis on which to judge

Intern's Professional Conduct	Rating of 1-5 or NA
Demonstrated strong work ethic	
Was punctual and reliable	
Showed initiative and enthusiasm	
Was willing to learn	
Completed tasks on time	
Demonstrated effective time management	
Worked well with other staff in office	
Worked effectively on teams	
Worked well with diverse groups	
Worked well independently	
Followed through with all tasks	
Took responsibility for problems and	
worked effectively toward solutions	
MPA Core Competencies	Rating of 1-5 or NA
Writes clear and concise communications	
Organizes thought and evidence in a	
logical sequence	
Articulates ideas well	
Communicates well with staff and co-	
workers	
Communicates well with the public	
Demonstrates an appreciation for the	
importance of public service	
Demonstrates the ability to analyze	
public problems and examine alternative	
solutions	

Additional Comments:			
Site Supervisor's Signature	Date		
Student Intern's Signature	Date		