

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.

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