

Internship evaluation

(ver. 2, 17 dec 2020)

This evaluation is to be completed by the supervisor during a last meeting together with the trainee.

Please send it by email to the course coordinator: katarina.renstrom@economics.gu.se

Trainee: _____

Employer: _____

Supervisor: _____

Time period: _____

Describe what tasks the trainee has performed shortly:

Please select the most appropriate alternative:

Critical thinking

Assess the intern's ability to make well-founded conclusions and to motivate these with good arguments.

Excellent	Very good	Satisfactory	Needs improvement

Presentations

Assess the trainee's ability to express himself or herself both orally and in writing

Excellent	Very good	Satisfactory	Needs improvement

Problem solving

Assess the trainee's ability to understand and handle questions and problems he/she encounters at work

Excellent	Very good	Satisfactory	Needs improvement

Quality of work

Assess the quality and usability of the trainee's work

Excellent	Very good	Satisfactory	Needs improvement

Project management

Assess the trainee's ability to organize his or her work

Excellent	Very good	Satisfactory	Needs improvement

Independence and initiative

Assess the trainee's ability to work independently and take own initiatives

Excellent	Very good	Satisfactory	Needs improvement

Professionalism

Assess the trainee's treatment of colleagues and other people he/she meets at work

Excellent	Very good	Satisfactory	Needs improvement

Collaboration skills

Assess the trainee's ability to absorb criticism, advice and ideas from colleagues and supervisors

Excellent	Very good	Satisfactory	Needs improvement

Overall evaluation

To what extent did the trainee meet the organization's expectations?

	The trainee's performance exceeded expectations
	The trainee's performance met expectations
	The trainee's performance did not meet expectations

Would you like to give any advice to the trainee?

What are the trainee's main strengths and weaknesses?

Summary comments about the internship / trainee

Supervisor's signature