Agency Evaluation of Criminal Justice Intern

Please mail, fax, or email to:
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Intern’s Name: ___________________________ Position: ___________________________
Supervisor’s Name: ______________________ Agency: ___________________________
Address: ___________________________________________________________________
Phone: __________________ Fax: __________________

Rate the student’s work readiness at the beginning of the internship. Select a number on the continuum that best reflects your judgment.

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Low</th>
<th>Adequate</th>
<th>Proficient</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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Rate the student’s current overall work performance at this time. Please pick a point on the continuum that best reflects your judgment.

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Please rate the intern’s performance using the numerical scale below.

4 = Exceptional Consistently exceeded expectations
3 = Good Sometimes exceeded expectations
2 = Fair Met expectations
1 = Unsatisfactory Did not meet expectations
1. Exhibits a positive and professional attitude
2. Effectively manages her/his time
3. Seeks out and utilizes appropriate resources
4. Comprehends and follows instructions
5. Communicates ideas and concepts clearly
6. Demonstrates effective oral and written communication skills
7. Exhibits a self-motivated approach to work
8. Respects the diversity of co-workers and clients
9. Establishes effective working relationships with co-workers
10. Identifies with the purpose and ethics of the agency and profession
11. Understands and applies the agency’s policies and procedures
12. Uses knowledge of the agency and community resources
13. Functions cooperatively with professional staff
14. Functions cooperatively with nonprofessional staff
15. Has a positive attitude in response to supervisor’s directions
16. Demonstrated dependability in completing assignments on schedule
17. Demonstrated the ability to adapt to new situations or assignments

18. Briefly describe the intern’s duties and responsibilities.

19. Are there any additional comments you would like to share regarding the intern’s performance?

20. Would you hire this intern if you had the resources available to do so? Briefly explain.

21. Would you like to host another intern?  ____Yes  ____No

Evaluator’s Signature:  ___________________________  Date:  _______________