



**DEPARTMENT OF CRIMINAL JUSTICE**  
**Andrew Young School of Policy Studies**  
Georgia State University  
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### Agency Evaluation of Criminal Justice Intern

**Please mail, fax, or email to:**

Dr. Sue Carter Collins, Internship Coordinator  
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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.**

Minimum	Low	Adequate	Proficient	Outstanding
1	2	3	4	5

**Rate the student's current overall work performance at this time. Please pick a point on the continuum that best reflects your judgment.**

Minimum	Low	Adequate	Proficient	Outstanding
1	2	3	4	5

**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	4	3	2	1
2. Effectively manages her/his time	4	3	2	1
3. Seeks out and utilizes appropriate resources	4	3	2	1
4. Comprehends and follows instructions	4	3	2	1
5. Communicates ideas and concepts clearly	4	3	2	1
6. Demonstrates effective oral and written communication skills	4	3	2	1
7. Exhibits a self-motivated approach to work	4	3	2	1
8. Respects the diversity of co-workers and clients	4	3	2	1
9. Establishes effective working relationships with co-workers	4	3	2	1
10. Identifies with the purpose and ethics of the agency and profession	4	3	2	1
11. Understands and applies the agency's policies and procedures	4	3	2	1
12. Uses knowledge of the agency and community resources	4	3	2	1
13. Functions cooperatively with professional staff	4	3	2	1
14. Functions cooperatively with nonprofessional staff	4	3	2	1
15. Has a positive attitude in response to supervisor's directions	4	3	2	1
16. Demonstrated dependability in completing assignments on schedule	4	3	2	1
17. Demonstrated the ability to adapt to new situations or assignments	4	3	2	1

**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: \_\_\_\_\_**