PACS Lab Intern Evaluation/Feedback Form

**Intern Name**:

**Evaluator Name(s)**:

**Date of Evaluation**:

**Circle:**

Mid Semester End of Semester

1. **General Performance:**

*Please rate intern on the items listed below using the following scale:*

1 = Never

2 = Sometimes

3 = Always

|  |  |  |  |
| --- | --- | --- | --- |
| **Dress Appearance:** Intern follows PACS Lab dress code (i.e. properly fitting/covering clothing).  | 1 | 2 | 3 |
| **Attendance/Reliability:** Intern meets attendance and punctuality expectations (e.g., arrives on time to scheduled shifts). | 1 | 2 | 3 |
| **Reliability:** Intern completes assigned tasks completely and timely. | 1 | 2 | 3 |
| **Initiative:** Intern demonstrates initiative and takes independent action on tasks; seeks out increased responsibilities. | 1 | 2 | 3 |
| **Teachability:** Intern shows openness and eagerness to learn from others and exhibits ability to learn and apply new skills. | 1 | 2 | 3 |
| **Organization:** Intern works in organized manner (e.g., is able to minimize distractions, prioritizes and plans work activities). | 1 | 2 | 3 |
| **Communication:** Intern exhibits good listening and comprehension, follows instructions, expresses ideas and thoughts effectively, keeps supervisors adequately informed. | 1 | 2 | 3 |
| **Help-Seeking:** Intern appropriately asks for help or questions when needed. | 1 | 2 | 3 |
| **Quality of Work:** Intern demonstrates accuracy, thoroughness, and good attention to detail. | 1 | 2 | 3 |
| **Attitude:** Intern arrives eager to help with any tasks s/he is asked to do; demonstrates a good work ethic.  | 1 | 2 | 3 |
| **Teamwork:** Intern displays a positive attitude and gets along well with other project team members. | 1 | 2 | 3 |

1. **Performance on Specific Project Tasks:**

*Please rate the intern on the items listed below using the following scale:*

1 = Needs Improvement

2 = Good/Adequate

3 = Excellent

N/A=not Applicable

|  |  |
| --- | --- |
| **Task** | **Rating on 1-3** |
| 1. Administrative Tasks
 | 1 | 2 | 3 | N/A |
| Comments: |
| 1. Literature Reviews
 | 1 | 2 | 3 | N/A |
| Comments:  |
| 1. Coding/Data Analyses
 | 1 | 2 | 3 | N/A |
| Comments:  |
| 1. Other:
 | 1 | 2 | 3 | N/A |
| Comments:  |

|  |  |
| --- | --- |
| Summary of Intern Strengths |  |
| Suggested Areas for Improvement |  |

**Evaluation Completed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation Review with intern:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_