



Supervisor Final Evaluation of Intern

This evaluation is one of the many tools for monitoring the progress of each Intern. Evaluations should be a profile of the Interns' experience that documents their highs, lows, triumphs and struggles. Your evaluations and meetings are professional performance evaluations. This evaluation **MUST** be completed in person with the intern and either a site supervisor or with Stewards Individual Placement Program Staff.

Intern Name: _____ Intern Site/
Position: _____ Date : _____

1) Building Essential Professional Habits: Demonstrates strong work ethic, shows pride in work, demonstrates interest in work, shows up to work on time, maintains professional demeanor with crew and partners, maintains appropriate professional boundaries, wears appropriate uniform, uses appropriate language, shows respect for other Interns, leaders and staff. Acts as part of a greater team, demonstrates the ability to work towards overarching team goals, and understand the importance of teamwork.

Comments:

Overall Rating: Ranking based on 1 being "very poor" and 5 being "exceptional."

1 2 3 4 5

2) Organization & Safety: Understands and follows Stewards and Partner Agency policies and procedures (vehicle, risk management, equipment, etc.), identifies strengths and weaknesses of organization, demonstrates sound judgment, conscious of personal hygiene, wears appropriate PPE, works in safe manner around others.

Comments:

Overall Rating: Ranking based on 1 being "very poor" and 5 being "exceptional".

1 2 3 4 5



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3) Civic & Community Engagement: Is willing to receive and incorporate feedback, gives feedback in constructive manner, seeks feedback, shows capacity for self-reflection, resilience and adaptability, shows empathy towards others, builds trust with coworkers, participates in all requested activities, engages others, demonstrates selflessness and community involvement, and understands community issues and votes. Displays passion for the work and “buy in” to the mission and community.

Comments:

Overall Rating: Ranking based on 1 being “very poor” and 5 being “exceptional”.

1

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4) Self-Responsibility, Leadership & Communication: Identifies issues and solutions, takes leadership role, promotes health and safety of crew, understands verbal and non-verbal cues, sets goals and follows through, seeks feedback, shows capacity for self-reflection, demonstrates ethics and integrity in decision making.

Comments:

Overall Rating: Ranking based on 1 being “very poor” and 5 being “exceptional”.

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5) Technical Skills & Knowledge: Demonstrates understanding of, and respect for, service learning, understands LNT principles, understands land management agencies, knows basic information about local ecosystems, looks for educational opportunities, willing participant in educational activities. Demonstrates technical knowledge on the worksite and continues to gain or improves skills as needed to perform the work projects. Demonstrates effort to listen, learn, and develop in regards to skills and knowledge.

Comments:



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Overall Rating: Ranking based on 1 being “very poor” and 5 being “exceptional”.

1 2 3 4 5

6) Productivity and service projects: Intern is aware of work plan and internship project goals. Intern has organized work task and prepared to reach goals set by supervisor and intern when reviewing work plan. Intern works in a timely manner to complete task, necessary paperwork, and data entry as outlined. Intern can, when required, work in a solo capacity to complete project goals and task.

Comments:

Overall Rating: Ranking based on 1 being “very poor” and 5 being “exceptional”.

1 2 3 4 5

7) Equipment and Agency Property: Intern is aware of basic functions/uses of everyday equipment used or equipment specific to position. Intern is respectful of agency property and follows all care and maintenance guidelines. This can include but is not limited to agency vehicles, field equipment, trailers, computers, and field and shop/office technologies.

Comments:

Overall Rating: Ranking based on 1 being “very poor” and 5 being “exceptional”.

1 2 3 4 5

8) Goals and Professional Development: What progress has the Intern made toward achieving any goals set for the internship?

Comments:



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Additional Comments: Please describe the areas that the Intern demonstrated the most growth since the previous evaluation and/or since the beginning of their term of service.

END OF SEASON: Intern Questions at End of Term: *Required for all Interns.*

Intern's Next Steps: (To be completed as part of End of Season Evaluation)

Did the Intern meet the goals he/she set at the beginning of their term? None Some All

Does the Intern have plans (employment, internships, travel, etc.) in the next 1-2 month(s)?
No Yes Maybe

If yes/maybe, what plans/employer?

Would the Intern be interested in completing another term with Stewards?
No Yes Maybe

Reminders:

1. An "in person" end of season evaluation has been conducted.
2. Has the Intern satisfactorily completed assignments? Yes or No
3. Has the Intern met other performance criteria that were clearly communicated at the beginning of the term of service? Yes or No

Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Please rename this file as shown below:

Intern Last Name-Final-Eval_date Example: *Smith-Final-Eval_04-12-18*

Please make sure to also complete a Program Evaluation which is a link that your Program Coordinator will send from Salesforce, and don't forget to approve all of your member's hours on their last day.



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For Stewards Staff:

Notes from Staff:

Enrollment Date:

Length of Intern Term:

Intern Exit Date: