**AGENCY EVALUATION OF STUDENT INTERN**

**STOR 493, UNIVERSITY OF NORTH CAROLINA – CHAPEL HILL**

Thank you for your support of this internship program!

Student Intern\_

Agency \_\_\_\_\_

Agency Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Agency Supervisor Email

Agency Supervisor Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNC Faculty Supervisor \_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The agency supervisor should complete this evaluation of the intern**

Please rate the intern's performance by checking the appropriate box:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | NO OPPORTUNITY  TO OBSERVE | POOR | FAIR | GOOD | EXCELLENT | TRULY  EXCEPTIONAL |
| 1. Maintained contact with supervisor |  |  |  |  |  |  |
| 2. Punctual for work and appointments |  |  |  |  |  |  |
| 3. Completed assignments on or before due date |  |  |  |  |  |  |
| 4. Reliably performed all job assignments |  |  |  |  |  |  |
| 5. Achieved goals and objectives in contract |  |  |  |  |  |  |
| 6. Ability to solve problems |  |  |  |  |  |  |
| 7. Productive in work |  |  |  |  |  |  |
| 8. Organization skills |  |  |  |  |  |  |
| 9. Oral communication skills |  |  |  |  |  |  |
| 10. Written communication skills |  |  |  |  |  |  |
| 11. Ability to work independently |  |  |  |  |  |  |
| 12. Willingness to learn new tasks |  |  |  |  |  |  |
| 13. Ability to work well with co-workers |  |  |  |  |  |  |
| 14. Ability to work well with clients, public |  |  |  |  |  |  |
| 15. Eagerness to learn |  |  |  |  |  |  |
| 16. Enthusiasm for work |  |  |  |  |  |  |
| 17. Initiative, persistence |  |  |  |  |  |  |
| 18. Productivity |  |  |  |  |  |  |
| 19. Compliance with agency procedures |  |  |  |  |  |  |
| 20. Overall assessment of work quality |  |  |  |  |  |  |
| 21. Maturity |  |  |  |  |  |  |
| 22. Ability to accept constructive criticism |  |  |  |  |  |  |
| 23. Open-mindedness |  |  |  |  |  |  |
| 24. Courtesy, tact, and consideration for feelings of others |  |  |  |  |  |  |
| 25. Professional appearance |  |  |  |  |  |  |

**OVERALL RECOMMENDATION: Taking into consideration all factors, whether rated above or not, what is your overall evaluation of this intern? (Circle or mark one with X)**

POOR

FAIR

GOOD

EXCELLENT

TRULY EXCEPTIONAL

**Did the intern complete the required minimum of 100 hours of work?**

\_\_\_\_\_Yes \_\_\_\_\_No

**COMMENTS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Would you be interested in having interns in the future?** \_\_\_\_\_Yes \_\_\_\_\_No

If yes, how many interns could you supervise at one time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Name and Title of Agency Supervisor

**PLEASE EMAIL COMPLETED FORM WITHIN 2 WEEKS OF INTERNSHIP END DATE TO THE STATISTICS AND OPERATIONS RESEARCH DEPARTMENT:** [stor@unc.edu](mailto:stor@unc.edu)