

## Wall Center for Excellence: Internship Goal Setting /Performance Evaluation Form

### Section A- Profile Information

<b>Student Name:</b>		<b>Date:</b>	
<b>Student Telephone Number:</b>	<b>Internship dates/ From:</b>	<b>To:</b>	
<b>Company Name:</b>		<b>Department:</b>	
<b>Company Internship Supervisor Name/Telephone:</b>		<b>Internship Supervisor Signature/Date:</b>	

Please fill in the goals below on the left side of the form at the beginning of the internship period after meeting with your internship supervisor, and be sure to enter target dates for completion of projects. The right side of the form is filled in at the mid-point and end point of the internship and becomes part of the student's evaluation for their Internship grade. Students: Please send a copy of this form to the Wall Center Director no later than one month after starting the internship period.

### Section B – Goals

### Section C - Results

<b>Goals:</b>	<b>Target Date</b>	<b>Results:</b>	<b>Actual Date</b>

**Section D – Overall Performance**

Internship Supervisor's Comments:

Internship Supervisor's Signature:

Date:

**Section E – Student Intern's Comments**

Student Intern's Signature:

Date:

**Section F – Comments on Strengths and Areas for Development:**

**Overall:**

**Strengths:**

**Areas for Development:**

## Section G – Overall Performance Rating

Check the overall rating which best summarizes the individual's performance, accomplishments and contributions over the course of the Internship.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>1 – Exceptional</b>       | Superlative performance that far exceeds job requirements  |
| <input type="checkbox"/> <b>2 – Outstanding</b>       | Consistently exceeds expected levels of performance.   |
| <input type="checkbox"/> <b>3 – Good</b>              | Consistently meets and sometime exceeds performance standards. Solid performer doing a full, complete, and satisfactory job. |
| <input type="checkbox"/> <b>4 – Needs Improvement</b> | Generally meets performance standards. Some improvement desirable.   |
| <input type="checkbox"/> <b>5 - Unsatisfactory</b>    | Does not meet standards of acceptable job performance.   |