

FORM III-B

Intern Name: _____ Agency: _____

Please complete the following intern evaluation (MS Word version with embedded text boxes for each line is available at <http://www.wiu.edu/coehs/leja/fire/index.php>). For each trait listed decide which description most nearly applied to the intern being rated, and place a check mark in the appropriate space provided. Please mail the completed form to Internship Coordinator, WIU - LEJA, 1 University Circle, Macomb, IL 61455, or fax it to 309/298-2516, or e-mail it to j-swanson@wiu.edu, (your professional e-mail address will represent your signature). *You may choose to complete Form III-A, B, or C, only one form is requested.*

A. DEPENDABILITY: (Manner he/she applied self; amount of supervision required)

1. ___ Deserved utmost confidence; showed sound judgment based on thorough analysis, seldom necessary to check.
2. ___ Could be relied upon to use good judgement and common sense in facing new situations.
3. ___ Could be counted on in routine situations; required only occasional spot-checking.
4. ___ Needed frequent checking inclined to be illogical.
5. ___ Could not be relied upon at all; needed to be watched constantly.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

B. INITIATIVE (Originality in thinking; new ways of completing tasks)

1. ___ Relied heavily on others; needed to be continually pushed to complete satisfactory job.
2. ___ Needed to have detailed instructions; was slow in getting started.
3. ___ Performed regular work without waiting for instructions; had average initiative.
4. ___ Was generally alert; analyzed and completed assignments with minimal help.
5. ___ Was a self-starter; very original; made frequent practical suggestions, was anxious to tackle difficult assignments.
6. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

C. RELATIONS WITH OTHERS (Effort of attitude, actions and disposition upon others)

1. ___ Was respected by others; created a favorable impression, had a good attitude, was cooperative and friendly.
2. ___ Indifferent; not always cooperative, showed little enthusiasm.
3. ___ Disagreeable; resentful and critical of associates, complained often.
4. ___ Above evaluations do not seem to directly apply; performance was somewhere between trait numbers ___ and ___.

D. ABILITY TO LEARN: (Mental ability to master routines, grasped explanations, speed in

****Answer yes (Y) or no (N) to the following questions, if applicable****

L. TEMPERAMENT:

1. ___Did s/he habitually exercise self-control?
2. ___Did s/he become excited under stress?
3. ___Did s/he take criticism well?
4. ___Did s/he rapidly adjust well to people and situations?
5. ___Was s/he usually firm yet fair and impartial?

M. LOYALTY

1. ___Did s/he adhere to department rules and regulations, and aims and ideals?
2. ___Did s/he show pride in his/her work and the internship?
3. ___Did s/he support his/her superiors?
4. ___Did s/he carry out instructions?
5. ___Did s/he show interest in your agency?

COMMENTS BY AGENCY COORDINATOR (and/or other agency representatives):

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Submitted by _____
(Typed or Printed) (Title)

_____ (Signature) _____ (Date)