

INTERN PERFORMANCE EVALUATION

NOTICE: STATE LEGISLATION (HOUSE NO 1316, CHAPTER 479 OF THE SECOND REGULAR SESSION OF THE MINNESOTA STATE LEGISLATURE - DATED AUGUST 1, 1974) HAS DETERMINED THAT EVALUATIONS MAY NO LONGER BE CONFIDENTIAL. OUR EVALUATION FORMS WILL BE OPEN TO THE INTERN.

	NAME AND TITLE OF EVALUATOR:	MID-TERM RATING	FINAL RATING
OVERALL COMPETENCY OF INTERN:	BASED ON PRIOR EXPERIENCE AND ACADEMIC PREPARATION (NOTE: RATING SCALE IS 1-5 WITH "5" REPRESENTING "EXCELLENT" SEE BELOW)"		
COMPLEXITY OF DUTIES:	CONSIDERING POSSIBLE RESOURCE AND TIME CONSTRAINTS AND THE LEVEL OF EXPERTISE UPON ENTRANCE, HOW COMPLEX WERE THE DUTIES WITH RESPECT TO EXPERIENCE AND EDUCATION?		
SKILL AND KNOWLEDGE OF OCCUPATIONAL AREA			
CONSTRUCTION PROCESS:	ABILITY TO UNDERSTAND PLANS/SPECIFICATIONS AND VISUALIZE THE CONSTRUCTION PROCESS.		
ADMINISTRATION PROCEDURES:	POSSESSES ORGANIZATION SKILL; DOES RESEARCH AND FOLLOWS PROPER PROCEDURES AND GUIDELINES.		
QUALITY OF WORK:	THOROUGHNESS, CLARITY, CONSISTENCY, COMPLETENESS, AND ACCURACY OF WORK.		
PRODUCTIVITY:	AMOUNT OF WORK PRODUCED; SETS PRIORITIES AND MANAGES OWN TIME; PLANS, ORGANIZES AND ANALYSES WORK ASSIGNMENTS FOR OPTIMUM RESULTS.		
COMMUNICATIONS:	LISTENING, SPEAKING AND WRITING; TO EFFECTIVELY RECEIVE OR TRANSFER INFORMATION NEEDED TO MAKE DECISIONS OR PERSUADE OTHERS. EFFECTIVE USE OF VARIOUS FORMS OF MEDIA (COMPUTER SOFTWARE, DRAWINGS, ILLUSTRATIONS, ETC.)		
PERSONALITY AND CHARACTER TRAITS			
LEADERSHIP:	POSSESSES THE CHARACTERISTICS OF A LEADER; INCLUDING: THE DEVELOPMENT, FOCUS AND ACHIEVEMENT OF GOALS AND THE ABILITY TO LEAD OTHERS IN OBTAINING THEIR GOALS		
PERSONAL APPEARANCE:	APPROPRIATE DRESS AND APPEARANCE, INCLUDING POSTURE, POSSESSES PROFESSIONALISM IN APPEARANCE AND IN CHARACTER.		
INITIATIVE:	DEVELOPS AND PERFORMS TASKS WITHOUT DIRECTION, DISCERNS METHODS, UNDERTAKES NEW TASKS, MOVES INDEPENDENTLY TOWARD GOAL, SHOWS GROWTH IN PROFESSIONAL ABILITIES AND KNOWLEDGE.		
INTERACTION:	ESTABLISHES RELATIONS THROUGH WHICH PROBLEMS ARE SOLVED AND RESULTS ARE ACHIEVED HARMONIOUSLY AND ENTHUSIASTICALLY, RESOLVING CONFLICTS, INFLUENCING AND MOTIVATING OTHERS. COOPERATIVE AND WORKS WELL IN TEAM EFFORTS.		
PROBLEM SOLVING:	RECOGNIZES AND IDENTIFIES PROBLEMS. ANALYZES CAUSES OF PROBLEMS AND FINDS AN EFFECTIVE SOLUTION. CONSIDERS COST/TIME IMPACT TO EFFECTIVELY UTILIZE HUMAN AND CAPITAL RESOURCES.		
COMMENTS:			
(Mid-term Rating) SIGNATURE OF INTERN / DATE		SIGNATURE OF EVALUATOR / DATE	
(Final Rating) SIGNATURE OF INTERN / DATE		SIGNATURE OF EVALUATOR / DATE	

*RATING SCALE: 5 = EXCELLENT 4 = ABOVE AVERAGE 3 = AVERAGE 2 = MARGINAL 1 = NON ADEQUATE