

CPI Intern Evaluation

Idaho State University

Student Intern Information

Name		Date	
Job Title		Supervisor	
Department		Review Period	

Ratings

	Does Not Meet Expectations	Needs Improvement	Meets Expectations	Good Performance	Exceeds Expectations
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Attendance/Punctuality/Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Teamwork & Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments

Evaluation

Additional Comments

Learning Outcome 1		% Complete	
Learning Outcome 2		% Complete	
Learning Outcome 3		% Complete	

Disclaimer and Signature

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Intern Comments: (optional) _____

CPI Intern Evaluations FAQ

What?

The CPI Intern Evaluation form is intended to provide a structured process where an intern and their supervisor can sit down and discuss the intern's performance.

Why?

Reflection during and after an internship can provide the student intern an opportunity to grow both personally and professionally, gain confidence in their abilities, and work on their skillsets to help ensure future success.

When?

Evaluations can take place during or at the end of an internship. The CPI Office encourages evaluations to take place at least once a semester. CPI intern evaluations are not mandatory, but are highly encouraged.

Where can I find the learning outcomes?

Learning outcomes for every internship were provided to the CPI program on the CPI agreement form. If you do not have record of these outcomes please contact the CPI Office.

Who?

Once you have completed the evaluation, please provide a copy to the student for future reference. A copy should also be sent to the CPI Office

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