

**College Assistance Migrant Program**  
Scholars Internship Program  
California State University, Sacramento

**First Semester Performance Evaluation Form**

Intern \_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_ Phone \_\_\_\_\_

Organization/Agency \_\_\_\_\_

The purpose of the evaluation is to provide the student and supervisor an opportunity to discuss current performance and future expectations. It is advisable to sit down with the intern to review performance and make further recommendations. Use the comment section for additional suggestions and provide a copy to the intern. Rate the intern's job performance following the scale for evaluation: 3 = Exceed Expectation, 2 = Meets Expectations and 1 = Does not meet expectation.

Items for Evaluation	Rating		
Attendance Comments: _____	3	2	1
Punctuality Comments: _____	3	2	1
Promptness (completed work) Comments: _____	3	2	1
Appearance (appropriate to setting) Comments: _____	3	2	1
Evidence of enthusiasm in work Comments: _____	3	2	1
Ability to learn (learned tasks well) Comments: _____	3	2	1
Demonstrate initiative (looked for work or duties) Comments: _____	3	2	1
Works well under supervision Comments: _____	3	2	1

Works independently	3	2	1
Comments: _____			
Communicates well with other staff and supervisor	3	2	1
Comments: _____			
Maturity and Poise	3	2	1
Comments: _____			
Response to supervisor (Accepts and responds positively to constructive criticism)	3	2	1
Comments: _____			
Judgment	3	2	1
Comments: _____			
Demonstrated professional attitude	3	2	1
Comments: _____			
Ability to problem solve	3	2	1
Comments: _____			
Quality of work	3	2	1
Comments: _____			

Recommendations and expectations for the second semester:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Your reports and feedback are an important element in the evaluation and promotion of this program. Additional comments are welcome. Please use the back of the form or comment on separate paper. Please return the Evaluation Form after completion of the first academic semester to California State University, Sacramento, River Front Center 1, 6000 J Street, Sacramento, California 95819-6108. If you have any question, please call (916) 278-7241. You may also fax the evaluation to: (916) 278-5193.