

## Sacramento State

### Campus-Wide Internship Mid-Year Evaluation Form

#### **EVALUATION BACKGROUND AND PROCESS**

To assess the experience of interns across the campus as a part of the IRA Internship Program, supervisors in each area of the University with funded positions are being asked to rate their student interns. This process should include the following steps:

- 1). Complete the internship evaluation form.
- 2). Provide a draft of the form's results to the student intern.
- 3). Establish a meeting to review the evaluation and plans for professional development.
- 4). Co-create goals for the second half of the internship program placement to ensure enhancements to the overall experience.
- 5). Sign the form as routed through Adobe and archive results.
- 6.) The Mid-Year Evaluation is due by February 9th to [watsonml@csus.edu](mailto:watsonml@csus.edu). This timeline accounts for the break and the opportunity to meet with employees.
- 7). A final performance review will be conducted at the end of April for final submission in May to culminate the internship experience with a deadline of May 1<sup>st</sup>.

## **Evaluation Questions**

Using the scale below from 1 to 5, with 5 being exceptional and 1 as needing vast improvement, please rate the performance of your intern(s).

- 5 Exceptional
- 4 Outstanding
- 3 Fair
- 2 Moderate Improvement Needed
- 1 Needs Vast Improvement

1. The intern's level of professionalism is consistent with the organization's needs and values. \_\_\_\_\_
2. The intern communicates at an elevated level to key personnel and constituents to meet the key objectives of the Unit. \_\_\_\_\_
3. The employee models a strong work ethic and a commitment to excellence across projects assigned. \_\_\_\_\_
4. The intern can be relied upon to express sound judgement and work independently on projects completed by the department. \_\_\_\_\_
5. To carry forward the goals of the internship, the employee works to foster key partnerships and is a collaborator. \_\_\_\_\_
6. In reflection on projects executed, the intern has exhibited job growth at the mid-point of the internship experience. \_\_\_\_\_
7. Serving in the internship role, the employee has shown a true dedication to fostering an environment of belonging, cultural excellence, leadership, and student support. \_\_\_\_\_
8. The intern has utilized their skills to garner advancements in the Unit to help it leverage its success through high level critical thinking skills. \_\_\_\_\_

9. The employee relates well with others and has sound people skills. \_\_\_\_\_
10. The intern has a command of the software systems and MS Office applications needed to complete assigned projects in a timely fashion. \_\_\_\_\_
11. The intern has optimal mastery of the core functions of the internship including the soft skills needed to thrive in their industry of choice. \_\_\_\_\_
12. The intern is increasingly more career ready because of the internship. \_\_\_\_\_

**Overall Rating of this Intern's Performance (for this rating period): \_\_\_\_\_**

### **Evaluation Goals**

For the next rating period, the intern is committed to completing these top 2 goals consistent with the NACE standards for career development:

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined>

1)

2)

**Sacramento State**  
**Campus-wide Internship Mid-Year Evaluation Form**

**Mid-Year Performance Date Range:** August 2025 to December 2025

Date of the Evaluation: \_\_\_\_\_

**Signature Section of the Evaluation:**

Printed Name of the Supervisor: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Printed Name of the Intern: \_\_\_\_\_

Intern's Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_

**Evaluation Notation:**

\_\_\_\_\_ I wish to speak with the designated HERRA Manager regarding this evaluation. (A check mark on the line indicates a yes to additional review).

**Intern/Employee Comment Section:**