

DCPS Career Ready Internship- Intern Evaluation

Please provide your contact information below

* Required

1. Intern Name *

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2. Internship Site *

Host Organization name

.....

3. Supervisor Name *

Person completing evaluation

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Below you will find a retrospective intern evaluation. This evaluation will allow employers to reflectively assess the intern's performance throughout the internship. You will be asked to reflect back upon the intern's skill level at the beginning of the internship and then again at the end of the end

4. Please rate the Intern's performance at the BEGINNING of the internship *

First Impression: Makes a positive first impression when meeting people
Mark only one oval.

1 2 3 4 5 6 7 8 9 10

Intern does not behave respectfully towards others.
Intern does not typically display professional or responsible behavior.

Intern uses confident body language. Intern is always respectful towards others and always display professional and responsible behavior

5. Please rate the Intern's performance at the END of the internship *

First Impression: Makes a positive first impression when meeting people
 Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern does not behave respectfully towards others. Intern does not typically display professional or responsible behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern uses confident body language. Intern is always respectful towards others and always display professional and responsible behavior

6. Please rate the Intern's performance at the BEGINNING of the internship *

Professional Attire: Understands how to dress professionally for a variety of occasions
 Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern rarely dresses appropriately for the occasion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is always appropriately dressed for the occasion.

7. Please rate the Intern's performance at the END of the internship *

Professional Attire: Understands how to dress professionally for a variety of occasions
 Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern rarely dresses appropriately for the occasion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is always appropriately dressed for the occasion.

8. Please rate the Intern's performance at the BEGINNING of the internship *

Attitude: Is aware of how actions affect other people

Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern acts with little concern for what others think. Intern is not always respectfully towards others. Intern tends to display a negative attitude.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always treat others respectfully. Intern uses positive vocal or, facial expressions, and body language. Intern is a positive person and projects positivity.

9. Please rate the Intern's performance at the END of the internship *

Attitude: Is aware of how actions affect other people

Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern acts with little concern for what others think. Intern is not always respectfully towards others. Intern tends to display a negative attitude.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always treat others respectfully. Intern uses positive vocal or, facial expressions, and body language. Intern is a positive person and projects positivity.

10. Please rate the Intern's performance at the BEGINNING of the internship *

Professional Communication: Knows how to code switch and communicate professionally
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern lacks skill in public speaking. Intern often mumble, speaks too low, and stumble over words.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always communicates respectfully, using appropriate language suitable for the professional work environment. Intern has mastered the art of code switching.

11. Please rate the Intern's performance at the END of the internship *

Professional Communication: Knows how to code switch and communicate professionally
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern lacks skill in public speaking. Intern often mumble, speaks too low, and stumble over words.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always communicates respectfully, using appropriate language suitable for the professional work environment. Intern has mastered the art of code switching.

12. Please rate the Intern's performance at the BEGINNING of the internship *

Public Speaking: Is comfortable speaking in front of a professional audience
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern lacks skill in public speaking. Intern often mumbles, speaks too low, and stumbles over words.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always speaks using appropriate language, volume, clarity and tone. Intern is very comfortable speaking in front of groups.

13. Please rate the Intern's performance at the END of the internship *

Public Speaking: Is comfortable speaking in front of a professional audience
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern lacks skill in public speaking. Intern often mumbles, speaks too low, and stumbles over words.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern always speaks using appropriate language, volume, clarity and tone. Intern is very comfortable speaking in front of groups.

14. Please rate the Intern's performance at the BEGINNING of the internship *

Organization: Understands how keep oneself organized
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
<p>Intern often times does not come to work prepared. Intern has trouble finding things that they need. Intern lacks basic organizational skills</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Intern is always prepared for work, and intern has exceptional skill when it comes to organizing things for themselves and others. I would describe the intern as being well organized.</p>

15. Please rate the Intern's performance at the END of the internship *

Organization: Understands how keep oneself organized
Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
<p>Intern often times does not come to work prepared. Intern has trouble finding things that they need. Intern lacks basic organizational skills</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Intern is always prepared for work, and intern has exceptional skill when it comes to organizing things for themselves and others. I would describe the intern as being well organized.</p>

16. Please rate the Intern's performance at the BEGINNING of the internship *

Punctuality/ Attendance: On time. Rarely absent at school and at work

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

Intern is frequently absent and/or late to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is always on time and is never absent without a valid excuse.
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17. Please rate the Intern's performance at the END of the internship *

Punctuality/ Attendance: On time. Rarely absent at school and at work

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

Intern is frequently absent and/or late to work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is always on time and is never absent without a valid excuse.
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18. Please rate the Intern's performance at the END of the internship *

Branding: Knows how to effectively brand oneself in a professional manner

Mark only one oval.

1 2 3 4 5 6 7 8 9 10

Intern doesn't seem to consider how others perceive them. Intern doesn't see the importance of what others think about them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is very aware of how others perceive them and has mastered the art of crafting their own personal brand. Intern always projects their best self.
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19. Please rate the Intern's performance at the BEGINNING of the internship *

Branding: Knows how to effectively brand oneself in a professional manner

Mark only one oval.

	1	2	3	4	5	6	7	8	9	10	
Intern doesn't seem to consider how others perceive them. Intern doesn't see the importance of what others think about them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Intern is very aware of how others perceive them and has mastered the art of crafting their own personal brand. Intern always projects their best self.

Please provide feedback regarding your experience as a Career Ready Internship Host Employer.

20. Did you feel supported by DCPS staff during the internship process? *

Mark only one oval.

- Yes
- No

21. Was the student exposed to the importance of and need for training and postsecondary education as it relates to future careers in your industry? *

Mark only one oval.

- Yes
- No

22. Hypothetically speaking, if an entry level position opened within your company would you consider this intern for hiring? *

Mark only one oval.

- Yes
- No
- Possibly

23. Would you be interested in returning as a host employer in the future? *

Mark only one oval.

- Yes
- No
- Possibly

24. What are your plans after high school *

Mark only one oval.

- 4 year College/ University
- Community College
- Working
- Military
- Apprenticeship/ Trade Program
- Volunteering (Americorps, Peace Corps etc)
- Unsure
- Other

25. Please provide any additional feedback about things that went well and/or how we could improve in the future.

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