<table>
<thead>
<tr>
<th>DIMENSIONS (RANKED IN ORDER)</th>
<th>INTERVIEWER’S INITIALS</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>SUMMARY</th>
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### Intern Input

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Social Security Number (or EI No.)</th>
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<table>
<thead>
<tr>
<th>School</th>
<th>Degree/Major</th>
<th>Expected Graduation Date</th>
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<tbody>
<tr>
<td>Company</td>
<td>Department</td>
<td>Location</td>
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</tbody>
</table>

**A.** What are your career objectives and how do you feel your internship had contributed to your attainment of these objectives?

**B.** Are there any factors or limitations you will have to consider as you evaluate your career options?

**C.** List any other points you would like to discuss with your supervisor in the upcoming performance discussion.

**D.** Is there any input you would like to give your supervisor about his/her supervisory practices?

**E.** Overall, how would you evaluate your experience with the Professional Intern Program? Please comment on the strengths, weaknesses, and any changes you would make to the program.

<table>
<thead>
<tr>
<th>Intern Signature</th>
<th>Date</th>
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</table>
## I. Roles and Accountabilities, Objectives

### A. Roles and Accountabilities:
Describe the intern’s roles and accountabilities. Indicate whether the accountabilities are individual, joint or team.

### B. Objectives:
List the objectives to be accomplished by the intern during the internship. Describe the expected outcome and roles.

### B1. Changes to Objectives where applicable. (*date and initial*)

### C. List individuals who should have input into subsequent reviews regarding established objectives and dimensions, where applicable.
### II. Performance Dimensions

Indicate to what degree each dimension is important to effective performance in this position and to what degree the intern is effective in each. Comment on specific incidents when appropriate.

<table>
<thead>
<tr>
<th>Importance:</th>
<th>Effectiveness:</th>
</tr>
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<tbody>
<tr>
<td>C - Critically important</td>
<td>E - Exceeds requirements</td>
</tr>
<tr>
<td>I - Important</td>
<td>M - Meets requirements</td>
</tr>
<tr>
<td>N - Not Applicable</td>
<td>O - Opportunity for Development</td>
</tr>
</tbody>
</table>

**(Do not rate effectiveness on dimensions marked **N**)**

**Importance (✓) Effectiveness (✓)**

<table>
<thead>
<tr>
<th>Communication:</th>
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<tbody>
<tr>
<td><strong>Listens well</strong></td>
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<tr>
<td>Effectively communicates with individuals throughout the organization</td>
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<tr>
<td>Gives clear and complete oral instructions</td>
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<tr>
<td>Makes clear and well-organized presentations</td>
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<tr>
<td>Other (specify)</td>
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</table>

<table>
<thead>
<tr>
<th>Creativity/Innovation:</th>
<th></th>
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<tbody>
<tr>
<td>Generates new ideas</td>
<td></td>
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<tr>
<td>Implements new and useful concepts effectively</td>
<td></td>
</tr>
<tr>
<td>Fosters innovation</td>
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<tr>
<td>Other (specify)</td>
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</table>

<table>
<thead>
<tr>
<th>Decision Making:</th>
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<tbody>
<tr>
<td>Makes timely and effective decisions consistent with business plans and department goals</td>
<td></td>
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<tr>
<td>Considers broader impact of alternatives</td>
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<tr>
<td>Delegates appropriately</td>
<td></td>
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<tr>
<td>Balances logic and intuition to take appropriate risks</td>
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<tr>
<td>Other (specify)</td>
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<table>
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<tr>
<th>Participative Leadership:</th>
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<tbody>
<tr>
<td>Creates participative climate</td>
<td></td>
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<tr>
<td>Effectively communicates mission and goals</td>
<td></td>
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<tr>
<td>Motivates by promoting mutual ownership of ideas and actions</td>
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<tr>
<td>Seeks input from others</td>
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<tr>
<td>Other (specify)</td>
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<table>
<thead>
<tr>
<th>Performance Management:</th>
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<tbody>
<tr>
<td>Mutually defines performance expectations and sets objectives</td>
<td></td>
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<tr>
<td>Mutually plans development</td>
<td></td>
</tr>
<tr>
<td>Mutually reviews and evaluates progress and results</td>
<td></td>
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<tr>
<td>Effectively works with supervisor to define, develop, and review personal performance</td>
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<tr>
<td>Other (specify)</td>
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<table>
<thead>
<tr>
<th>Planning and Organizing:</th>
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<tbody>
<tr>
<td>Identifies goals, directions and desired results</td>
<td></td>
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<tr>
<td>Anticipates problems and adjusts accordingly</td>
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<tr>
<td>Organizes work effectively and uses available resources (e.g. people, money, time)</td>
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<tr>
<td>Other (specify)</td>
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Comments:
## II. Performance Dimensions . . . continued

<table>
<thead>
<tr>
<th>Importance (✓)</th>
<th>Effectiveness (✓)</th>
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<tbody>
<tr>
<td>C</td>
<td>I</td>
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</table>

**Teamwork:**
- Works and interacts effectively as a team member
- Balances individual and team effort
- Gains trust and respect of others
- Effectively utilizes interpersonal skills (e.g. managing conflict, negotiating)
- Other (specify)

Comments:

**Performance dimensions not listed:**
(Technical, Functional, Business, etc.)

Comments:

Roles and Accountabilities, Objectives, and “Importance” portion of Performance Dimensions have been mutually established and Supplemental Input individuals have been identified.

<table>
<thead>
<tr>
<th>Intern’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
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</table>

## III. Performance Review

### A. Mid-Point Review Dates

### B. Comment on how well roles/accountabilities and objectives were met. Describe any significant activities suggesting performance which greatly exceeded accomplishing objectives and describe situations suggesting areas needing improvement. Indicate whether results were accomplished individually, jointly, or through team effort. Also note developmental activities in which the intern has participated that have enhanced the intern’s understanding of the organization.
### IV. Formal Review Comments

**Next level of management**

Comments:


Signature  
Date  

**Other management (if applicable)**

Comments:


Signature  
Date  

**Intern**

Comments:


Date  

Performance Review and “Effectiveness portion of Performance Dimensions have been mutually evaluated and reviewed.


Signature  
Date  

Signature  
Date