

MONTGOMERY COUNTY PUBLIC SCHOOLS

Intern Performance Evaluation

College and Career Readiness and Districtwide Programs
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

Montgomery County Public Schools (MCPS) has revised its performance evaluation form for student interns, to enable each MCPS student pursuing an internship and the work site supervisor to assess learning as it relates to professional and personal development. The new evaluations are directly based on the **8 Career Readiness Core Competencies** published by the National Association of Colleges and Employers, which are defined within the survey.

Interns: Provide this performance evaluation to your supervisor to complete, review with you, and sign. Once completed, promptly return it to your internship coordinator.

Supervisors: Rating instructions for each domain:

When given the opportunity, how often has the intern demonstrated the domain behavior below while on the internship? Please check the appropriate rating for each competency area, using the following rating scale:

- 4 = Always or almost always.** This person performs the action just about every time
- 3 = Often.** This person performs the action on most occasions
- 2 = Sometimes.** This person performs the action about half of the time
- 1 = Seldom.** This person often does not perform the action.
- NA=** No opportunity to observe

| CRITICAL THINKING/PROBLEM SOLVING | 4 | 3 | 2 | 1 | N/A |
|---|----------|----------|----------|----------|------------|
| 1. The intern exercises sound reasoning to analyze issues, make decisions, and overcome problems. | | | | | |
| 2. The intern is able to obtain, interpret, and use knowledge, facts, and data to make decisions and solve problems. | | | | | |
| 3. The intern demonstrates originality and inventiveness. | | | | | |
| ORAL/WRITTEN COMMUNICATION | 4 | 3 | 2 | 1 | N/A |
| 1. The intern articulates thoughts and ideas clearly and effectively (verbally and in writing) to persons inside and outside of the organization. | | | | | |
| 2. The intern has public-speaking skills; is able to express ideas to others. | | | | | |
| 3. The intern can write/edit memos, letters, and other reports clearly and effectively. | | | | | |
| TEAMWORK/COLLABORATION | 4 | 3 | 2 | 1 | N/A |
| 1. The intern builds collaborative relationships with colleagues and customers representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints. | | | | | |
| 2. The intern is able to work within a team structure; is able to negotiate and manage conflict. | | | | | |
| INFORMATION TECHNOLOGY APPLICATION | 4 | 3 | 2 | 1 | N/A |
| 1. The intern selects and uses appropriate technology to accomplish a given task. | | | | | |
| 2. The intern is also able to apply computing skills to solve problems. | | | | | |
| LEADERSHIP | 4 | 3 | 2 | 1 | N/A |
| 1. The intern leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others. | | | | | |
| 2. The intern is able to assess and manage his/her emotions and those of others; uses empathetic skills to guide and motivate. | | | | | |
| 3. The intern is able to organize and prioritize. | | | | | |

| PROFESSIONALISM/WORK ETHIC | 4 | 3 | 2 | 1 | N/A |
|---|----------|----------|----------|---------------------|------------|
| 1. The intern demonstrates personal accountability and effective work habits (e.g., punctuality, working productively with others, and time-workload management). | | | | | |
| 2. The intern understands the impact of nonverbal communication on professional work image. | | | | | |
| 3. The intern demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes. | | | | | |
| CAREER MANAGEMENT | 4 | 3 | 2 | 1 | N/A |
| 1. The intern identifies and articulates skills, strengths, knowledge, and experiences relevant to the position desired and career goals. | | | | | |
| 2. The intern identifies areas necessary for professional growth. | | | | | |
| 3. The intern is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace. | | | | | |
| GLOBAL/INTERCULTURAL FLUENCY | 4 | 3 | 2 | 1 | N/A |
| 1. The intern values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions. | | | | | |
| 2. The intern demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences. | | | | | |
| WRITTEN FEEDBACK | | | | | |
| Please provide written feedback on the intern's performance. Are there opportunities for specific learning that will enhance the intern's performance? Are there opportunities to recognize the intern for commendable performance? | | | | | |
| | | | | | |
| SIGNATURES | | | | | |
| Intern's Signature _____ | | | | Date ____/____/____ | |
| Supervisor's Signature _____ | | | | Date ____/____/____ | |
| Internship Coordinator's Signature _____ | | | | Date ____/____/____ | |