

EMPLOYER'S REPORT ON PLANNING & PUBLIC AFFAIRS INTERN*

Name of Intern

Dates of Internship

Hrs. per week

Name of Evaluator

Signature of Evaluator/Supervisor

Name of Agency

Evaluator's Position

Date of Report

Address

"

Zip Code

"

Phone

*As part of the internship education process, the University of Iowa School of Planning & Public Affairs (SPPA) expects that each student and supervisor will informally discuss a student's progress on an ongoing basis during the internship period. The attached form merely provides a final formal opportunity for evaluating the student's overall work performance. Please note that the student will not receive recognition for having completed the internship until the completed report is returned to the SPPA office and the student's advisor reviews it and discusses it with the student. **Please print the completed evaluation form, sign it and return to:**

Attn: Jenny MacCourt
School of Planning & Public Affairs
University of Iowa
347 Jessup Hall
Iowa City, IA 52242-1316

Or email signed form to: jennifer-maccourt@uiowa.edu

When received, the report will be reviewed by the following individuals and will then become part of the student's official academic record within the school.

Intern's Signature

Date Reviewed

Faculty Advisor's Signature

Date Reviewed

- I. Briefly describe the nature of the intern's work assignments and your opinion of the level of performance.
(Note: This question is designed to reflect your opinion on the intern's **task specific** performance.)

Work Assignments

(brief description of each major task)

Duration

(weeks or months)

General Performance

(exceptional, satisfactory, wpsatisfactory)

II. Performance Areas: Please check level of performance for each of the listed items.
Note: This question is designed to reflect your opinion on the intern's **overall performance**.

Excellent Very Good Good Fair Poor Not Applicable

QUALITY OF WORK

accuracy, precision, completeness, neatness

QUANTITY OF WORK

amount of acceptable work performed

WORK HABITS

organization of work; industry; promptness
in meeting deadlines on work schedules

RELATIONSHIP WITH PEOPLE

ability to get along with others;
effectiveness in dealing with the public
and other employees; engagement with
other interns and employees

INITIATIVE

resourcefulness; adaptability; versatility;
originality; willingness to initiate conversations

DEPENDABILITY

degree to which intern can be relied upon to
work steadily and effectively without undue
supervision

ACCEPTANCE OF SUPERVISION

constructive criticism

RESEARCH DESIGN SKILLS

ability to identify problem; do literature
review, construct hypotheses, design
study methodology. etc.

ANALYTICAL ABILITY

statistical and/or computer ability

GRAPHIC ABILITIES

POLITICAL ACUMEN

attuned to, and skilled in
implementation of feasible alternatives

COMMUNICATION SKILLS - VERBAL

COMMUNICATION SKILLS - WRITTEN

	Excellent	Very Good	Good	Fair	Poor	Not Applicable
ADMINISTRATIVE ABILITY (or potential for such) prompt action; sound decisions, employs good management principles; conducts oral and written presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISORY ABILITY (or potential for such) proficiency in training/supervising other employees; planning and organizing work programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Remarks:

Overall Performance Rating: Excellent ____ Very Good ____ Good ____ Fair ____ Poor ____

III. As an employer, what is your overall estimate of this Intern as a potential staff member?

_____ Would hire without reservation

_____ Would hire with some reservation; please specify the nature of the reservation (e.g., writing skills must be improved):

_____ Would not hire; if not, why?

IV. Overall Comments on the SPPA Internship Program

Please discuss how the internship program could be improved to better meet your agency's and/or the intern's needs.