



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## School of the Arts, English and Media INTERNSHIP EVALUATION FORM

Name of Intern: \_\_\_\_\_

**Note:** Please express your professional opinion of the intern as an employee by placing a tick at some point on the five-point scale. Constructive criticisms and suggestions for further improvements are welcomed.

Personal relationships:

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Harmonious, amicable

Antagonising

Ability to learn on the job:

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Quick to learn

Slow to learn

Initiative and maturity:

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Works on own, finds things to do

Shirks responsibility

Ability to work independently:

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Self-reliant, resourceful

Needs constant supervision

Preparation for journalistic work:

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Well prepared

Poorly prepared

Ability to communicate:

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Excellent writing / verbal skills

Poor communicator

Work attitude:

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Enthusiastic, industrious

Indifferent

Reliability:

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Very reliable, accurate

Unreliable, careless

News judgement:

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Well-trained and incisive

Vague and unsure

Quality of work:

\_\_\_\_\_

Excellent

Poor

Ability to meet deadlines:

\_\_\_\_\_

Excellent

Poor

Intern's Attendance:

( ) Satisfactory

( ) Unsatisfactory

Punctuality:

( ) Satisfactory

( ) Unsatisfactory

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Remarks: *Please describe the qualifications and abilities of the intern which have been covered in the previous scale*

What are the intern's strong points?

\_\_\_\_\_  
\_\_\_\_\_

Which abilities and/or characteristics need improvement?

\_\_\_\_\_  
\_\_\_\_\_

Type of work for which the intern is best qualified:

\_\_\_\_\_  
\_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

Overall rating:

\_\_\_\_\_

Excellent

Very Good

Average

Marginal

Poor

This report **has / has not** been discussed with the intern (please circle one).

Supervisor Name: \_\_\_\_\_ Title or Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

After completion of this evaluation, please send to:

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Faculty of the Arts, Social Sciences and Humanities  
University of Wollongong  
WOLLONGONG NSW 2522