

Partnership | future

FOR THE

Student Intern Performance Review

**This is a two-sided/two-page form. Form is due to Partnership for the Future no later than Friday, August 14, 2009. Please fax to Partnership for the Future at 804-965-1799 or e-mail to pff@partnershipforthefuture.org.

Information

Employee Name:

Supervisor Name:

Company Name:

Department:

Job Responsibilities: Please provide a short summary of the student's core job responsibilities.

Competencies: Please check the box beside the phrase which describes the student's performance in each of the key competency areas.

Overall Rating Scale: O-Outstanding; V-Very Good; G-Good; I-Needs Improvement; U-Unsatisfactory

Knowledge Rating: O V G I U

Dependability Rating: O V G I U

Suggested Standards of Performance

- § Demonstrates understanding of job tasks/willing seeks understanding
- § Learns new routines/assignments willingly

Suggested Standards of Performance

- § Produces quality work and maintains accuracy
- § Maintains agreed-upon work schedule
- § Follows through to complete projects and meets deadlines

Other Standards of Performance (if applicable):

Other Standards of Performance (if applicable):

Comments (optional):

Comments (optional):

Communication Rating: O V G I U

Interpersonal Rating: O V G I U

Suggested Standards of Performance

- § Speaks effectively and clearly
- § Writes in clear, well-organized manner
- § Communicates status of responsibilities appropriately

Suggested Standards of Performance

- § Is accessible/approachable
- § Establishes sound working relationships
- § Relates sensitively to other cultures

Other Standards of Performance (if applicable):

Other Standards of Performance (if applicable):

Comments (optional):

Comments (optional):

Initiative Rating: O V G I U

Teamwork Rating: O V G I U

Suggested Standards of Performance

- § Finds extra work assignments
- § Learns from experiences
- § Exhibits creative and innovative skills

Suggested Standards of Performance

- § Acts collaboratively to accomplish team goals
- § Contributes significantly to the team's success
- § Promotes cooperation & goodwill

Other Standards of Performance (if applicable):

Other Standards of Performance (if applicable):

Comments (optional):

Comments (optional):

Strengths: Please identify two areas where the student excelled.

1.

2.

Areas of Opportunity: Please identify two development goals for the student.

1.

2.

Student Comments

Supervisor's Recommendation: Please clearly state your thoughts regarding the student's return. This information is critical to the success of the program, the development of the student, and establishing a meaningful partnership.

Would you recommend that the student return to PFF? Yes No N/A (student is in his/her last summer of the program)
If no, please explain:

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Human Resources/PFF Coordinator's Signature:

Date: