

UNDP Internship Evaluation Form

This form should be completed by the supervisor of the intern in consultation with the intern.

Name of intern:	Period of internship: From: _____ _____ mm /dd /yy To: _____ _____ mm
Name of supervisor:	Supervisor's title:
Division/Office/Section:	Duty station:
<p>Assignments: Briefly explain the major assignments undertaken by the intern, and/or attach Term of Reference.</p> <p>Assessment: Overall, how would you assess the work undertaken by the intern?</p> <p>_____ Excellent _____ Very good _____ Good _____ Fair</p> <p>Comments:</p> <p>Supervisor's signature _____ Date: _____</p>	

UNDP Internship Evaluation Form

Performance Rating*	Comments
<p>(a) Professional/technical competence (application of professional knowledge, skills & experiences)</p> <p style="text-align: right;">Rating: <input data-bbox="630 415 701 487" type="checkbox"/></p>	
<p>(b) Productivity in terms of quantity and speed of work</p> <p style="text-align: right;">Rating: <input data-bbox="630 695 701 766" type="checkbox"/></p>	
<p>(c) Productivity in terms of quality of work</p> <p style="text-align: right;">Rating: <input data-bbox="630 940 701 1012" type="checkbox"/></p>	
<p>(d) Work relationships (effectiveness in working harmoniously with persons both within and outside the organization)</p> <p style="text-align: right;">Rating: <input data-bbox="630 1255 701 1327" type="checkbox"/></p>	
<p>(e) Communications skills (ability to communicate clearly, concisely and effectively)</p> <p style="text-align: right;">Rating: <input data-bbox="630 1570 701 1642" type="checkbox"/></p>	

UNDP Internship Evaluation Form

*The rating scale is as follows:

5 = Outstanding

4 = Very Good

3 = Good

2 = Passable

1 = Unsatisfactory

Supervisor's Signature:

Date: