

INTERN PERFORMANCE EVALUATION

Intern Name: Morgan Mitchell	Date: March 11, 2016
Evaluator: Kira Bindrim	Signature:

Instructions

1. Please rate the intern for each performance factor, including supporting examples if applicable.
2. Email completed form from your account to dseah@tkc.edu twice during internship (1st evaluation by Friday, September 25th and 2nd evaluation by Friday, December 4th).

Rating Key

E	Exceptional				
S	Satisfactory				
I	Improvement Recommended (please specify)				
U	Unsatisfactory				

Performance Factor	E	S	I	U	Comments
Quality Provides accurate, comprehensive and orderly work consistently compared to overall intern expectations.	X				Morgan is a strong writer, as strong as people we have on staff. She will only improve with more newsroom, pitching and writing experience.
Quantity Produces work at a speed and volume compared to overall intern expectations.	X				While we haven't put Morgan anything too high-metabolism, she has excelled at hitting deadlines when she's given them.
Initiative Displays the ability to be a self-starter and to work independently.	X				It's easy to lose the thread in a busy newsroom & Morgan had no problem making sure she was getting assignments and making pitches.
Job Knowledge Understands the job and applies knowledge and skills effectively compared to overall intern expectations.		S			Morgan was prepared, energetic, smart and a fast learner. After a few years in a newsroom she'll be running circles around other writers.
Problem Solving/ Decision Making Identifies, analyzes and solves problems, suggests viable alternatives and thinks through decision outcomes before executing them.	X				In addition to writing, we've thrown a lot at Morgan by way of digital production, fact-checking, research, etc. She's taken it all in stride, rarely needs additional guidance, and been a huge asset to the team here.
Performance Factor	E	S	I	U	Comments and Supporting Examples

Intern Performance Evaluation [Continued]

Judgment Makes logical and sound decisions, knowing when to act independently and when to seek assistance.	X				Morgan is very good at operating autonomously but still knowing when to check in or ask questions.
Punctuality Adheres to the work schedule and/or promptly notifies supervisor in case of absence.	X				
Planning/Organizational Skills Establishes priorities, maintains schedules and manages time effectively.	X				
Communication Expresses thoughts and ideas, both verbally and in writing, and listens well.	X				
Interpersonal Skills Interacts diplomatically and tactfully with both internal and external contacts.	X				She has swiftly become tighter with the team here, despite only being part-time.
Dependability Maintains confidentiality, completes work under deadlines, follows through on assignments, and is both reliable and flexible.	X				If we accept a pitch from Morgan, we know it'll come in and we won't have to keep following up. If we give her a task, she jumps on it immediately and without complaint.
Job Skills Possesses skills in areas such as computers, telephone, etc.	X				Morgan picked up our content-management system pretty much immediately and thus became a huge production resource for the digital team.
Would your organization hire this intern? If we had an open position, absolutely.					
Intern Name:				Date:	
Evaluator:				Signature:	