PROFESSIONAL DEVELOPMENT SELF-EVALUATION for: ___________________________  Site name

Intern name: ___________________________  Date: ___________________________

Please assess the intern’s professionalism and performance as observed in your facility. If not applicable to the site please select “NA”. Comments and examples may be added at the end of each section. Use the following rating system.

1=NEVER  2=OCCASIONALLY  3=FREQUENTLY  4=USUALLY  5=ALWAYS

Professional behavior/attitudes. Was the intern...

1. Ethical, respectful and professional in her/his work performance including confidentiality, attendance, timeliness, sick policy and attire

2. Flexible with the demands of the work environment, supervisor and coworkers?

3. Consistent with expected timelines and goals and able to complete projects by deadlines?

4. Self directed, able to work independently, and took initiative for own learning?

5. Open to new ideas and feedback?

6. Willing to take a leadership role?

7. Able to make responsible and appropriate decisions in diverse situations.

Comments on professional behavior and attitudes:

Communication skills. Was the intern...

8. Proactive in communications with preceptors and other professionals at the site?

9. Effective in group presentations at this site? Were class objectives met?

10. An active and positive contributor to team meetings and projects.
Comments on communication skills:

Work quality. Did the intern...

11. Create clear, concise, accurate and neat written work: reports, articles, chart notes, etc. ..........NA... □ 1... □ 2... □ 3... □ 4... □ 5

12. Meet expectations for professional, well researched, and high quality work. ..........NA... □ 1... □ 2... □ 3... □ 4... □ 5

13. Assess and address the needs of the organization and/or clients appropriately and effectively. ..........NA... □ 1... □ 2... □ 3... □ 4... □ 5

Comments on work quality:

Other comments and suggestions for improvement:

Intern signature __________________________ Date __________________________
Preceptor signature ______________________ Date __________________________