

-	Number of cases	Superior	Above Average	Adequate	Unsatisfactory
Work Habits	81	79.01%	16.05%	2.47%	2.47%
Initiative	81	74.07%	14.81%	9.88%	1.23%
Responsibility	81	85.19%	9.88%	3.70%	1.23%
Adaptability	82	80.49%	12.20%	4.88%	2.44%
Interpersonal Relationships	81	75.31%	18.52%	4.94%	1.23%
Personal appearance	82	74.39%	20.73%	4.88%	0.00%
Ability to Accept Criticism & Suggestions	82	81.71%	12.20%	6.10%	0.00%
Personal Demeanor	82	74.39%	19.51%	3.66%	2.44%
Vitality	79	72.15%	22.78%	2.53%	2.53%
Integrity	80	83.75%	13.75%	2.50%	0.00%
Technical Services	70	64.29%	22.86%	12.86%	0.00%
Reference & Research	68	60.29%	29.41%	10.29%	0.00%
Collection management	70	54.29%	37.14%	7.14%	0.00%
Time & Task Management	81	70.37%	19.75%	9.88%	0.00%
Oral & written Communications	82	71.95%	19.51%	7.32%	1.22%
Instruction	50	56.00%	34.00%	10.00%	0.00%
User Guidance	58	60.34%	31.03%	8.62%	0.00%
Technology Knowledge, Utilization & Development	73	71.23%	23.29%	5.48%	0.00%
Other Professional Attributes	49	85.71%	10.20%	4.08%	0.00%
Overall Evaluation	72	79.17%	13.89%	5.56%	1.39%

Internship: Final Evaluation

Intern: _____

Date: _____

Cooperating Site: _____

Cooperating Librarian/Archivist/LMS/Information Professional:

Please indicate your evaluation of the intern's performance in the areas shown on the chart below.

The rating scale is:

1. Superior; 2. Above Average; 3. Adequate; 4. Unsatisfactory; N/A Not applicable

Evaluation

Personal Attributes	1	2	3	4	N/A
	Super- ior			Unsat	
Work habits (alertness, thoroughness, dependability, Accuracy, punctuality)					
Initiative (Creativity, seeks advice, direction or instruction as and when necessary, resourcefulness, self-starter)					
Responsibility (willingness to participate and serve)					
Adaptability (ability to withstand interruptions, flexibility)					
Interpersonal relationships (ability to establish rapport and work cooperatively with clientele, supervisors, Colleagues and staff)					
Personal appearance (grooming, suitability of dress code)					
Ability to accept criticism and suggestions (reacts well to Suggestions, willingness to learn)					
Personal demeanor (judgment, sensitivity, tact, assertiveness when appropriate, maturity, self-control)					
Vitality (emotional and physical stamina)					
Integrity (ethical standards)					

Evaluation

Professional Qualities	1 Super- ior	2	3	4 Unsat	N/A
Technical services (ability to catalog, index and organize knowledge and materials, familiarity with classification schemes, metadata, archival processing, encoding, finding aid creation, perservation)					
Reference and research (knowledge of information sources, responsiveness to user's needs, use of appropriate research methodologies)					
Collection management (knowledge of sources, understanding of principles)					
Management (time management, ability to plan, organize and complete assigned tasks)					
Oral and written communications (ability to speak and write effectively)					
Group presentation and individualized instruction (ability to teach and manage different learning situations)					
User guidance (skills in supporting all levels of user needs, including preparation of various requisite materials)					
Media utilization (proficiency in teaching and using current technologies, knowledge of software packages, willingness & ability to learn new skills)					
Other (please specify) Conscientiousness, helpfulness					
Overall Evaluation					

Site Supervisor's Signature: _____

Date: _____