Appendix B

Interim Evaluation of MPA Intern

DATE:

STUDENT:

AGENCY:

**INSTRUCTIONS:**

Thank you again for agreeing to serve as an agency supervisor.

Please use the form on the following pages in evaluating the performance of the MPA candidate who is interning with your organization. We encourage you to discuss the contents of this evaluation with the student. Please return the completed evaluation to the intern’s advisor. Arrangements can be made to handle this process electronically, just contact the student’s advisor or the MPA Director.

Please rate the performance of the intern on the following dimensions by placing an X in the appropriate space:

Rating: 5=Superior 4=Good 3=Average 2=Fair 1=Poor

 0=No Criteria to evaluate/does not apply

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 5 | 4 | 3 | 2 |  1 | 0 |
|  | **ABILITY TO WORK****WITH OTHERS** |  |  |  |  |  |  |
| 1. | Understanding of purpose/function of agency |  |  |  |  |  |  |
| 2. | Ability to understand and use agency policies and procedures efficiently  |  |  |  |  |  |  |
| 3. | Ability to plan, organize and use time effectively  |  |  |  |  |  |  |
| 4.  | Knowledge of and use of community resources  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **DEVELOPMENT** **OF SKILL** |  |  |  |  |  |  |
| 1. | Ability to obtain pertinent information when needed  |  |  |  |  |  |  |
| 2. | Ability to distinguish relevant from irrelevant materials  |  |  |  |  |  |  |
| 3. | Ability to plan a course of action  |  |  |  |  |  |  |
| 4.  | Ability to relate and apply knowledge of specialized area to problem or function  |  |  |  |  |  |  |
| 5. | Ability to communicate with staff and others  |  |  |  |  |  |  |
| 6.  | Ability to obtain relevant facts from materials  |  |  |  |  |  |  |
| 7.  | Ability to record pertinent facts  |  |  |  |  |  |  |
| 8.  | Ability to write and summarize reports  |  |  |  |  |  |  |
| 9.  | Ability to give oral reports  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **CAPACITY OF PROFESSIONAL DEVELOPMENT** |  |  |  |  |  |  |
| 1. | Integration of theory and practice |  |  |  |  |  |  |
| 2. | Shows pattern of continuous learning  |  |  |  |  |  |  |
| 3. | Ability to focus on problem and needs of agency  |  |  |  |  |  |  |
| 4. | Attitude toward authority  |  |  |  |  |  |  |
| 5.  | Attitude toward assuming leadership/additional responsibility |  |  |  |  |  |  |
| 6. | Promptness |  |  |  |  |  |  |
| 7. | Dependability  |  |  |  |  |  |  |

D. Additional Comments:

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 Signature of Agency Supervisor Date

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 Title Phone