**UNDP Internship Evaluation Form**

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

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

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| **Performance Rat­ing\*** | **Comments** |
| (a) Professional/tech­nical com­pe­tence (application of professional knowl­edge, skills & experiences) |  |
|  **Rating:** |  |  |
|  |  |  |
| (b) Productivity in terms of quantity and speed of work |  |
|  |
|  **Rating:** |  |  |
|  |  |  |
| (c) Productivity in terms of quality of work |  |
|  **Rating:** |  |  |
|  |  |  |
| (d) Work relation­ships (ef­fec­tive­ness in working harmoniously with per­sons both within and outside the orga­niza­tion) |  |
|  **Rating:** |  |  |
|  |  |  |
| (e) Communications skills (abil­ity to com­muni­cate clear­ly, con­cise­ly and effec­tive­ly) |  |
|  **Rating:** |  |  |
|  |  |  |
| \*The rating scale is as follows:5 = Outstanding4 = Very Good3 = Good2 = Passable 1 = Unsatisfactory | **Supervisor's Signature:****Date:**  |