**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 = Outstanding  4 = Very Good  3 = Good  2 = Passable  1 = Unsatisfactory | | | **Supervisor's Signature:**    **Date:** |