



## INTERNSHIP EVALUATION FORM TO BE COMPLETED BY THE INTERN

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Company Name \_\_\_\_\_

Department/Division of the Company \_\_\_\_\_

Starting and Ending Dates From \_\_\_\_\_ to \_\_\_\_\_

Intern's Name \_\_\_\_\_

Company Supervisor's Name \_\_\_\_\_

### Internship Evaluation Rating Instructions

Please evaluate the following aspects of your internship placement using the rating scale below:

- **4 – Excellent:** Consistently exceeded expectations
- **3 – Good:** Occasionally exceeded expectations
- **2 – Average:** Met expectations
- **1 – Poor:** Rarely met expectations
- **0 – N/A:** Not applicable to this internship experience

You may extend the evaluation period (in weeks) as needed, depending on the duration of the internship.

Kindly select the most appropriate rating for each item listed in the form below.



## Internship Evaluation Rubric (Scoring Guide for SMEs and Interns)

**Instructions:** Use the guide below to interpret what each score level (0–4) represents when evaluating various internship performance areas.

| SCORE | LEVEL                    | DESCRIPTION / INTERPRETATION   |
|-------|--------------------------|--|
| 4     | <b>Excellent</b>         | Performance consistently exceeds expectations. The intern shows strong initiative, produces high-quality work, and demonstrates independent problem-solving and collaboration. Minimal guidance is needed. |
| 3     | <b>Good</b>              | Performance meets expectations. The intern shows competence in tasks, completes work reliably, and participates well with moderate supervision. Occasional support is needed.                              |
| 2     | <b>Needs Improvement</b> | Performance is inconsistent. The intern shows basic understanding but requires regular guidance and has not yet fully developed the expected competencies. Improvement is needed in one or more areas.     |
| 1     | <b>Unsatisfactory</b>    | Performance is below expectations. The intern struggles to complete tasks or work with others, lacks independence, and needs close supervision. Active support and significant improvement are required.   |

## Internship Evaluation Rubric (Scoring guide for SMEs and Interns)

Below, we have created **2 internship evaluation forms** to be completed by the intern and internship providers (supervisors), both can be used by internship providers and interns by digitizing and streamlining this tool for easier use, scoring and analysis. Here's how you can digitize and streamline this tool for easier use, scoring, and analysis:

### Step-by-Step Plan to Create an Online Evaluation Tool

**-Tool Option:** Google Forms (Recommended for ease of use & accessibility)

**Create a Google Form with the following structure:**

**Section 1:** Intern Information (name, email, department, etc.)

**Section 2:** Select Week (e.g., Week 1–5 dropdown)

**Section 3:** Evaluation Items For each row in your table (e.g., "Clarity and adequacy of supervision"), use a Multiple Choice Grid with:

Rows: Each evaluation statement (same as in below table)

**Columns:** Rating scale (0 1 2 3 4)

**Optional Fields:**

A comment field at the bottom for qualitative feedback

Automatically record the timestamp and respondent email (if you require login)

### **-Automatic Scoring and Analysis**

After form submissions:

Open Responses in Google Sheets

Add formulas to:

Calculate weekly averages

Highlight areas of concern (e.g., anything  $\leq 2$ )

Generate charts per criterion per week (e.g., line graphs or bar charts)

**Optional:** Use Google Data Studio or Looker Studio to create a dynamic dashboard that updates automatically.

### **-User-Friendly & Secure Access**

Share the form via a link or QR code

Limit to 1 response per person per week (using Google account)

Set up reminders using Google Calendar or email automation

## **How to Create an Internship Evaluation Form in Google Forms**

### **Access Google Forms:**

Navigate to Google Forms and sign in with your Google account.

Start a New Form:

Click on the Blank form to start from scratch.

### **Set the Form Title and Description:**

**Title:** Internship Evaluation Form

**Description:** Please complete this form to evaluate the intern's performance for the specified week.

### **Add Intern Information Fields:**

Intern Name: Short answer

Department/Team: Short answer

Supervisor Name: Short answer

**Evaluation Week: Dropdown (e.g., Week 1, Week 2, ..., Week 5)**

**Create Evaluation Criteria Section:**

Use the Multiple Choice Grid question type.

Rows: List each evaluation criterion (e.g., "Clarity of supervision", "Technical skill development").

Columns: Rating scale (e.g., 0 – Not Observed, 1 – Poor, 2 – Fair, 3 – Good, 4 – Excellent).

**Add Additional Comments Section:**

Open-ended: Paragraph text for supervisors to provide qualitative feedback.

**Customize Form Settings:**

Click on the Settings gear icon.

Under the General tab:

Decide whether to collect email addresses.

Choose if respondents can edit after submission.

**Under the Presentation tab:**

Customize the confirmation message if desired.

Share the Form:

Click the Send button.

Share via email, link, or embed it on a website.

**Automate Data Collection and Analysis**

Link to Google Sheets:

In the Responses tab, click on the green Sheets icon to create a linked spreadsheet.

This allows for easy tracking and analysis of responses over time.

**Use Charts and Pivot Tables:**

In Google Sheets, utilize built-in tools to create visual representations of the data for better insights.

**Optional: Create a Template for Reuse**

Once your form is finalized:

Click on the More (three dots) menu in the top right corner.

Select Make a copy to reuse the form for different interns or time periods.

**INTERNSHIP EVALUATION FORM TO BE COMPLETED BY THE INTERN**

| <b>A. Please select the appropriate rating for each aspect of your internship.</b>   | <b>WEEK 1</b><br>Fill in dates here | <b>WEEK 2</b><br>Fill in dates here | <b>WEEK 3</b><br>Fill in dates here | <b>WEEK 4</b><br>Fill in dates here | <b>WEEK 5</b><br>Fill in dates here |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Clarity and adequacy of supervision provided by the company  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Support and guidance offered by the internship supervisor  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Cooperation and inclusiveness demonstrated by colleagues and team members  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Opportunities to apply and use the knowledge I gained through my education   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Opportunities to enhance my overall technical skills in IT   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Opportunities to expand my knowledge in the specific field (state which one ex. Data science, cybersecurity etc.)  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Tasks and responsibilities were appropriate to my skill level and supported my growth in the specific field (state which one ex. Data science, cybersecurity etc.) | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Sufficient training was provided in line with the internship’s learning objectives   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| The training experience was both stimulating and appropriately challenging   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Opportunities to build professional connections within the specific field (state which one ex. Data science, cybersecurity etc.)                                   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Quality and clarity of orientation provided by the host organization   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| Frequency and usefulness of feedback on my performance, progress, and skill development  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| The company’s efforts to ensure the internship was a meaningful learning experience  | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| The internship provided a realistic and practical understanding of the specific field (state which one ex. Data science, cybersecurity etc.)                       | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| As a result of this internship, I feel more prepared to begin a career in specific field (state which one ex. Data science, cybersecurity etc.)                    | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |
| I felt that my work contributed meaningfully to the department or team   | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                | ①②③④                                |

| Please select the appropriate rating for each aspect of your internship.   | <b>WEEK 1</b><br>Fill in dates here | <b>WEEK 2</b><br>Fill in dates here | <b>WEEK 3</b><br>Fill in dates here | <b>WEEK 4</b><br>Fill in dates here | <b>WEEK 5</b><br>Fill in dates here |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| I was provided with ample opportunities to learn and grow throughout the internship.   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| I had regular check-ins with my supervisor and received ongoing, constructive feedback on my performance.  | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| My internship supervisor was approachable and readily available to address my questions or concerns.   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| <b>B: Through this internship, I had the opportunity to strengthen and develop my:</b>   |                                     |                                     |                                     |                                     |                                     |
| Communication skills in interactions with staff, supervisors, and industry professionals   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| Interpersonal and relationship-building abilities  | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| General problem-solving skills, as well as cybersecurity-specific problem-solving techniques   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| Technical computer skills and hands-on experience with relevant tools  | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| Critical thinking skills, both overall and specifically related to cybersecurity issues  | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| Self-confidence and the ability to present and defend my ideas and proposals effectively   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| <b>C: Additional Factors</b><br>Please list any other opportunities, experiences, or support provided during your internship, and rate them accordingly. |                                     |                                     |                                     |                                     |                                     |
| 1. _____   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| 2. _____   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| 3. _____   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| 4. _____   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |
| 5. _____   | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             | ① ② ③ ④                             |

**Complete this section at the end of your internship.**

**D. Overall how would you rate this internship?**

Excellent     Good     Average     Below average     Poor

**E. Would you...**

Train in this company again                       Yes     No     Not Sure

Train under this supervisor again               Yes     No     Not Sure

Recommend this company to other interns?     Yes     No     Not Sure

**F. Suggestions for improving this particular internship**

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Intern's signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you very much for completing this evaluation of your internship. We take your comments very seriously. Please **return** this evaluation to the company internship supervisor.

