

**SCORED INTERN PROGRESS REPORT FORM TO BE COMPLETED
BY COMPANY INTERNSHIP SUPERVISOR**

Intern Performance Rating Scale

The following scale is designed to help internship supervisors evaluate intern progress effectively. Please mark an “X” next to the score that best reflects the intern’s performance in each area.

- **(5) Strong:** Exceeds expectations; highly thorough and consistently demonstrates expert-level skills and problem-solving—comparable to a professional in the field.
- **(4) Proficient:** Meets expectations with solid, reliable work; shows strong grasp of content and consistent effort.
- **(3) Developing:** Shows basic understanding but lacks consistency; some strengths are present, though weaknesses are more noticeable.
- **(2) Beginning:** Work is often incomplete or superficial; requires significant improvement to reach proficiency.
- **(1) Exploring:** Performance is minimal; lacks understanding and contains major errors or missing skills.

Please evaluate each area by placing an “X” next to the number that best reflects the intern’s performance level.



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Company's Name _____

Department/Division of the Company _____

Progress Check: (please state which evaluation, ex. Week 3, interim, mid-term, final etc.)

Intern's Name _____

Internship Supervisor's Name _____

Constructive Interaction with Others	<p>Demonstrates the ability to interact respectfully and effectively with staff, colleagues, administrators, site supervisors, mentors, and other relevant individuals.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> Shows consideration and respect for others' perspectives and emotions Uses clear and appropriate verbal, non-verbal, or signed communication Demonstrates flexibility and adaptability in working with others Seeks out and values feedback from mentors and supervisors Actively listens and responds thoughtfully during interactions Displays self-confidence and enthusiasm for learning and contributing Shows motivation, determination, and a proactive attitude toward becoming a professional in the field of (please state the field of the internship) 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>
Demonstrates Honesty and Integrity	<p>Consistently upholds ethical standards and acts with professionalism throughout the internship.</p> <p>Evaluation Criteria:</p> <ul style="list-style-type: none"> Maintains confidentiality regarding all assignment-related and sensitive information Earns trust and respect from peers, mentors, and supervisors Completes assignments with originality and properly credits all sources when applicable Remains neutral and objective in all professional interactions and decisions 	<p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p> <p>① ② ③ ④ ⑤</p>

<p>Demonstrates Awareness of and Adherence to Institutional Policies and Practices</p>	<p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Has reviewed and understands the institution’s policy manual • Follows all rules and guidelines set by the internship site • Is reliable, punctual, and attentive to assigned responsibilities • Arrives on time or early for all scheduled activities • Represents their institution in a professional and positive manner • Completes assigned tasks promptly and thoroughly • Reflects thoughtfully on their performance, behavior, and professional growth 	<p>① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤</p>
<p>Meets Work Schedule Expectations</p>	<p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Comes prepared for daily tasks and activities • Holds regular debrief meetings with mentor each week • Attends scheduled check-ins with faculty supervisor • Proactively consults mentor or supervisor when challenges or issues arise 	<p>① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤</p>
<p>Professional Appearance and Demeanor</p>	<p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Demonstrates a professional presence through posture, body language, eye contact, and overall demeanor • Wears attire that is appropriate for the setting, including solid, contrasting colors and a suitable level of formality 	<p>① ② ③ ④ ⑤ ① ② ③ ④ ⑤</p>
<p>Demonstrates Cultural Sensitivity and Professional Awareness</p>	<p>Evaluation Criteria:</p> <ul style="list-style-type: none"> • Communicates openly with mentors, faculty supervisors, and site supervisors when questions or concerns arise • Behaves in a culturally sensitive and respectful manner, valuing linguistic diversity and individual dignity • Builds positive relationships with clients, colleagues, and team members • Makes an effort to understand and meet the diverse communication needs of clients • Regularly reflects on personal and professional commitment to the field • Evaluates and works to improve interpreting effectiveness through self-assessment • Accepts feedback constructively and applies it to enhance performance 	<p>① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤ ① ② ③ ④ ⑤</p>

Based this Scored Intern Progress Report Form, you can use the below methodology to digitize and streamline it for easier use, scoring, and analysis:

***Convert to a Digital Form (Google or Microsoft Forms)**

Why: Makes the form accessible, easy to fill, and automatically logs responses for analysis.

How:

Use Google Forms or Microsoft Forms to recreate the form with:

Short answer fields for company name, department, supervisor, intern name, etc.

Likert-scale grid questions for each evaluation category:

Use Multiple Choice Grid in Google Forms or Likert in MS Forms.

Label columns: 1 = Low → 5 = Excellent.

Rows = Each competency (e.g., “Uses clear communication,” “Maintains confidentiality”).

Add a Comments field under each section for optional qualitative feedback.

Result:

Responses are stored in a linked Google Sheet or Excel file.

Use formulas (AVERAGE, COUNTIF) or conditional formatting to analyze trends.

Visualize data with built-in charts (e.g., radar charts for competency comparison).