



REPUBLIC OF KENYA

# PUBLIC SERVICE COMMISSION



## INTERNS PERFORMANCE EVALUATION FORM

Name of Intern.....

Internship dates: From.....to.....

P/No..... ID No.....

Supervisor's Name: .....

Supervisor's Email.....

Supervisor's Phone Number.....

### Instructions:

This evaluation will be important in determining the value of your internship experience, both for you and for future interns. Your evaluation should be honest and constructive and should include both challenges and successes. The Supervisor should make use of the current job descriptions to evaluate the intern's level of performance.

The performance ratings below must be used to ensure consistency of rating:

Outstanding	The intern performance is consistently exceptional	5
Exceeds Expectations	Performance is routinely competent and dependable	4
Meets Expectations	Performance is adequate in most areas	3
Below Expectations	Performance fails to meet job requirements on a frequent basis	2
Unsatisfactory	Performance is consistently unacceptable	1

### A) Work Performance

Please provide an overview of the tasks that the intern performed as part of his/her internship. Indicate areas where the student intern performed particularly well or needed significant improvement.

S/No	Tasks	Outcome	Rating


B) Attendance Tracking

Was the intern present during all the period under review? Yes No

If yes, please indicate the number of days absent and the reasons thereof:

No. of days: ..... Reason(s).....

Action taken and recommendations (if any) .....

C) Personal and Behavioural Attributes

i) Please rate the intern on the following attributes by ticking ( ) in the box next to the most appropriate response.

S/No	RATING ELEMENTS	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory
1	Job Performance (quality and quantity of work, timelines, initiative and interest)					
2	<i>Knowledge of Work (knowledge and skills appropriate for the profession)</i>					
3	<i>Work Habits and ability to learn (Time management, professional attitude, and willingness to learn. Did the intern seek out and utilize appropriate resources, as well as accept constructive criticism and increasing responsibility?)</i>					
4	<i>Critical thinking and Problem Solving (Consider the intern's ability to think critically, creatively and independently)</i>					
5	<i>Interpersonal relations and Team Work (Demonstrates ability to focus, initiative, high standards and dependability)</i>					
6	<i>Communication (Ability to write effectively and efficiently in the form and style appropriate to the profession)</i>					

6	<i>Professionalism and Integrity ( The intern’s sense of values, ethics and respect for diversity)</i>					
7	<i>General Conduct (Consider the intern’s punctuality, adherence to work schedules, appropriateness of dress for the position, manner and courtesy on the job and relations with the public)</i>					

ii) **OVERALL EVALUATION:** Did the intern meet established employer expectations? Consider the ratings for all of the personal and performance elements above.

What are the intern’s three (3) most outstanding personal qualities?

- i).....
- ii).....
- iii).....

Which three (3) qualities should the intern improve on?

- i).....
- ii).....
- iii).....

Suggest other coursework/experience, which the intern may find useful to enable him/her meet the need of employment.

This report has been discussed with the intern  Yes  No

Supervisor’s  
Name.....Signature.....Date.....