UNIVERSITÉ DU QUÉBEC À MONTRÉAL (UQAM)
FACULTY OF POLITICAL SCIENCE AND LAW
INTERN EVALUATION FORM

Name of Intern:	Name of Supervisor:
Internship dates:	Title of Supervisor:
Total hours:	Organization:

Please circle the number that most closely describes the performance and behaviour of the intern, taking into account their academic level, according to the following scale:

1 – Unacceptable: does not meet expectations
2 – Marginal: barely meets expectations
3 – Satisfactory: meets expectations
4– Superior: surpasses expectations
5 – Outstanding: not only surpasses expectations, but deserves to be commended
N/A – not in a position to make an observation / not applicable.

SKILLS AND ABILITIES	EVALUATION						COMMENTS
Planning and organization Efficiently sets priorities and objectives. Establishes and follows appropriate timetables.	N/A	1	2	3	4	5	
Analysis and synthesis Identifies the various components of a situation and the links between them, organizes them into a logical framework, extracts the essential elements, distinguishes facts from theories and draws logical conclusions.	N/A	1	2	3	4	5	
Problem solving Solves problems effectively and can predict resulting effects. Responds rapidly to emergency situations.	N/A	1	2	3	4	5	
Oral communication Communicates effectively (communication is precise, clear, concise and structured). Listens well. Confirms that messages have been understood.	N/A	1	2	3	4	5	
Written communication Writes clearly, precisely and concisely, while following standard rules for writing. Structures texts logically according to objectives.	N/A	1	2	3	4	5	

SKILLS AND ABILITIES	EVALUATION						COMMENTS
Interpersonal relations Shows respect for others. Seeks acceptance from colleagues.	N/A	1	2	3	4	5	
Understanding of organisational dynamics Understands how the organization works, including task-related problems and their repercussions on the organization.	N/A	1	2	3	4	5	
Teamwork Contributes to the achievement of common goals. Is open and responsive to the needs of others.	N/A	1	2	3	4	5	
Punctuality and attendance Arrives on time.	N/A	1	2	3	4	5	
Accessibility Is available and watchful. Adjusts his or her schedule as required. Responds to requests in a reasonable amount of time.	N/A	1	2	3	4	5	
Autonomy Uses own resources before asking for help. Identifies the work to be done under his or her mandate and completes it without waiting for instructions.	N/A	1	2	3	4	5	
Initiative Takes calculated risks. Finds the means necessary to achieve objectives. Secures the information required and tries new things.	N/A	1	2	3	4	5	
Flexibility and adaptability Is able to recognize what is required and, when necessary, adapt a project, an approach or behaviour and accept the consequences. Accepts other peoples' suggestions or refusals. Adapts to unexpected situations.	N/A	1	2	3	4	5	
Reliability Is responsible for actions taken to complete assigned tasks.	N/A	1	2	3	4	5	
Need to excel and persevere Sets high personal goals. Is rigorous. Works on a problem until it is solved. Demonstrates a willingness to acquire more knowledge. Shows intellectual curiosity.	N/A	1	2	3	4	5	
Resilience to stress Remains effective under pressure or when facing difficulties and tense situations. Can work under ambiguous or contradictory circumstances. Remains calm in the face of the unexpected.	N/A	1	2	3	4	5	
Academic knowledge Demonstrates a solid academic background in his or her field.	N/A	1	2	3	4	5	*Weaknesses (if applicable):*

SKILLS AND ABILITIES	EVALUATION						COMMENTS
Discretion and handling of confidential matters Is discrete and handles confidential information appropriately, including information from the organization's clients.	N/A	1	2	3	4	5	
OVERALL PERFORMANCE		1	2	3	4	5	

INTERNSHIP FORMAT

Did the internship take a form that was appropriate to your needs and availability?

GENERAL COMMENTS

Please provide any additional comments you think could be useful.

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THIS EVALUATION WAS DISCUSSED WITH THE INTERN: YES NO

Intern's comments (if applicable)

Signature: _____ Date: _____

Please return this form by electronic mail to the Academic supervisor of the intern and c.c. to stages-fspd@uqam.ca

Alternatively by mail at :
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