

Mentor Evaluation of JS GS Intern

Student Name: _____
Ministry/Department: _____
Internship term (m/y): _____

Mentor: _____
Position: _____
Date: _____

To the mentor:

The purpose of this document is to assist you in evaluating the intern's performance and discuss the evaluation with the intern to obtain his/her written comments. This form is meant to serve as a means of identifying competencies achieved as a result of the internship, along with areas requiring further development. This evaluation tool might also serve as a starting point for dialogue and self-assessment.

Please retain copies for your files and provide copies to the student and the Student Experience Officer. JS GS uses this document as a signal that the internship was completed satisfactorily and to give the student a pass mark for the JS GS Executive Internship Course.

Your cooperation in the evaluation process is greatly appreciated as it benefits an intern's personal and career development. Thank you.

RATING SCALE

Excellent:	Greatly exceeded the standard
Above Average:	Exceeded the standard
Average:	Met the standard
Below Average:	Did not meet the standard
Unsatisfactory:	Significantly below the standard
N/A:	Not applicable or unable to assess

Mentor Evaluation of JS GS Intern

QUALITY OF WORK

Demonstrates thoroughness, policy and evidence – based approach and understanding of subject matter:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

PLANNING & ORGANIZING

Extent of planning, organizing and time management skills:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

LEARNING

Ability to assimilate, comprehend and apply new information:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

INITIATIVE/LEADERSHIP

Amount of initiative in taking independent action and originating ideas:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

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INTEREST IN WORK

Amount of enthusiasm and pride toward work assignments:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

PROBLEM SOLVING

Degree of analysis and problem solving abilities:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

WRITTEN COMMUNICATIONS

Level of writing skills

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

VERBAL COMMUNICATIONS

Level of listening and speaking skills:

Excellent Above Average Average Below Average Unsatisfactory N/A
Comments:

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TEAMWORK

Ability to interact and work with others in effective manner:

Excellent Above Average Average Below Average Unsatisfactory N/A
 Comments:

ADAPTATION TO ORGANIZATON

Response to supervision, standards and policies:

Excellent Above Average Average Below Average Unsatisfactory N/A
 Comments:

MENTOR/EVALUATOR'S COMMENTS

Briefly add any additional comments on the intern's strengths and areas for improvement.

Mentor Evaluation of JSGS Intern

OVERALL PERFORMANCE RATING

Excellent Above Average Average Below Average Unsatisfactory N/A

If employment were available in the future, would the intern be considered for re-hire within the organization?

Yes No N/A

INTERN'S COMMENTS

Briefly comment on the accomplishment of your internship goals and learning objectives.

This evaluation has been discussed with the intern. Yes No

Mentor/Evaluator Signature

Intern Signature

Date