

HACU National Internship Program (HNIP)
Mid-Term Intern Performance Evaluation - Spring 2024

This evaluation is designed to provide performance feedback to HACU interns to ensure a positive and productive learning and professional experience.

Mentors/interns must fill out the form and discuss it in detail before submitting it to HACU by the relevant deadline.

Completed evaluations must be saved as a pdf titled "Intern Last Name, Intern First Name_ME_Spring 2024" and submitted via e-mail to hnip@hacu.net.

*Interns must schedule an 15-minute virtual meeting with HNIP staff to discuss the evaluation and address any questions. Interns **MUST** invite their supervisor/mentor to this meeting.*

Intern Name: _____ Supervisor Name: _____

Federal Agency: _____ Office/Bureau: _____

Supervisor Phone: _____ Supervisor E-mail: _____

Performance Rating Scale:

5 – Distinguished: Consistently exceeds all requirements/expectations.

4 – Superior: Generally exceeds requirements/expectations with minimum of guidance. Well above average performance.

3 – Competent: Responsibilities met in a wholly satisfactory manner. Normal guidance and supervision are required.

2 – Marginal: Improvement needed in some key job areas. Considerable guidance and supervision are required.

1 – Unsatisfactory: Major shortcomings in performance.

N/A: Not Applicable

Performance Areas		Performance Rating	Comments
Professionalism	Punctuality		
	Attendance		
	Appearance		
	Productivity		
	Initiative		
	Judgment		

Quality of Work	Attention to Detail				
	Organization				
	Creativity				
	Overall Quality of Work				
Interpersonal Skills	Verbal Communication				
	Written Communication				
	Cooperation				
	Leadership				
	Adaptability				
Strengths:		Areas for Improvement:			
Additional Comments*					

**If you wish to elaborate on the intern's overall performance, please attach a separate document.*

Supervisor/Intern Discussion Meeting (Date and Time ET): _____

Supervisor's Signature: _____

Date_____

Intern's Signature: _____

Date_____