



# Intern Checklist

## PERFORMANCE REVIEW



### Work Quality:

- Accuracy and attention to detail in tasks
- Completeness and thoroughness of work
- Adherence to instructions and guidelines
- Quality of final deliverables or outcomes

### Productivity and Efficiency

- Ability to meet deadlines
- Consistency in task completion
- Time management skills
- Efficiency in completing assigned tasks

### Learning and Adaptability:

- Willingness to learn new skills and concepts
- Ability to adapt to new tasks and environments
- Application of feedback to improve performance
- Quickness in understanding and implementing new information

### Communication Skills:

- Clarity and effectiveness in verbal communication
- Professionalism and clarity in written communication
- Responsiveness to emails, calls, or messages
- Ability to articulate ideas and ask relevant questions

## Initiative and Problem-Solving:

- Proactiveness in taking on new tasks or challenges
- Creativity and resourcefulness in problem-solving
- Willingness to contribute ideas and suggestions
- Ability to work independently when required

## Teamwork and Collaboration:

- Ability to work effectively with team members
- Contribution to team discussions and projects
- Flexibility and cooperation in group settings
- Respect for diverse opinions and collaboration styles

## Professionalism and Conduct:

- Punctuality and reliability
- Adherence to workplace dress code and norms
- Respectful and professional behavior
- Handling of confidential or sensitive information (if applicable)

## Overall Contribution:

- Impact and value added to the team or project
- Alignment with the goals and objectives of the internship
- Willingness to go above and beyond basic requirements
- Overall fit within the company culture

## Areas for Improvement:

- Specific areas where the intern can improve
- Suggestions for skills or knowledge development
- Opportunities for further training or mentorship

## Overall Performance Rating:

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

## Additional Comments:

- Space for additional feedback or comments on the intern's performance

## Intern's Self-Evaluation:

- Encourage the intern to provide their self-evaluation and reflections



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