



HACU National Internship Program (HNIP)

Performance Evaluation - Fall 2024

This evaluation is designed to provide performance feedback to HACU interns to ensure a positive and productive learning and professional experience. Supervisors will complete the Mid-Term column and comments halfway through the session then again at the end of the session to track progress.

Supervisors/interns must fill out the form and discuss it in detail before submitting it to HACU by the relevant deadlines. Completed evaluations must be saved as a pdf titled "Intern Last Name, Intern First Name_ME_Fall 2024" and submitted via e-mail to hnip@hacu.net.

Mid-Term Evaluation Submission Deadline: October 25th, 2024

Final Evaluation Submission Deadline: December 20th, 2024

Intern Name: _____ Supervisor Name: _____

Federal Agency: _____ Office/ Bureau: _____

Performance Rating

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

Evaluation Factors		Performance rating	
		Mid-term Evaluation	Final Evaluation
Time Management	Reports to work on time.		
	Uses time constructively.		
Performance	Good working knowledge of job assignments.		
	Organizes and performs work in a timely, professional manner.		
Initiative	Performs assigned duties with little or no supervision.		
	Makes effort to be available to team members.		

	Strives to meet deadlines.		
Communication	Asks questions/ Asks for help when needed.		
	Responds in a timely manner to outreach from the agency.		
	Communicates regularly on availability and schedule.		
Teamwork	Works well with other employees and is always willing to help.		
Character	Accepts constructive criticism without unfavorable responses.		
	Maintains a good level of professionalism during meetings, emails, and daily interactions.		
Responsiveness	Handles stressful situations with tact.		
	Flexible with work assignments.		

Mid-term Evaluation	Final Evaluation
<u>Comments:</u>	<u>Comments:</u>

Midterm Evaluation Signature

Supervisor signature: _____ Date: _____

Intern signature: _____ Date: _____

Final Evaluation Signature

Supervisor signature: _____ Date: _____

Intern signature: _____ Date: _____