



Mentor Evaluation of Student Intern¹

*Thank you for completing this evaluation of your intern. We take your comments seriously.
Please return this evaluation to a High Tech High Mesa representative during the intern's IPOL.*

Please print all information clearly.

Intern's Name _____

Intern's Mentor _____

Organization _____

The internship started on May 24, 2021 and was completed on _____

Excellent (Always demonstrates this ability/consistently exceeds expectations)

Good (Usually demonstrates this ability/sometimes exceeds expectations)

Average (Sometimes demonstrates this ability/meets expectations)

Emerging (Seldom demonstrates this ability/rarely meets expectations)

Interpersonal & Teamwork skills	Excellent	Good	Average	Emerging	N/A
Relates to co-workers effectively					
Manages and resolves conflicts to a team atmosphere					
Supports and contributes to a team atmosphere					
Controls emotions in a manner appropriate for work					
Demonstrates assertive but appropriate behavior					
Creative Thinking & Problem Solving Skills	Excellent	Good	Average	Emerging	N/A
Seeks to comprehend and understand the "big picture"					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates an analytical capacity					
Listening & Oral Communication Skills	Excellent	Good	Average	Emerging	N/A
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					

¹ This evaluation document is found in the [State of California Student Internship Program Guide](#).

Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Basic Work Habits	Excellent	Good	Average	Emerging	N/A
Is prompt to showing up to work and meetings					
Exhibits a positive and constructive attitude					
Dress and appearance appropriate for this organization					
Character Attributes	Excellent	Good	Average	Emerging	N/A
Brings a sense of value and integrity to the job					
Seeks to serve others					
Refrains from gossip/respects the privacy of others					
Behaves in an ethical manner					
Respects the diversity (cultural/ethnic) of coworkers					
Reading/Writing/Computation Skills	Excellent	Good	Average	Emerging	N/A
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate for the job					
Attention to accuracy and detail					
Ability to learn	Excellent	Good	Average	Emerging	N/A
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks and utilizes appropriate resources					
Accepts responsibility for mistakes and learns from experiences					
Open to new experiences; Takes appropriate risks					
Overall performance of the intern	Excellent	Good	Average	Emerging	

Comments:

Would your organization host an intern again?

Yes

No

Uncertain

_____ I have

_____ I have not

..... discussed this assessment with the intern.

Mentor's Signature: _____

Date: _____