

IMPORTANT

Dear _____:

_____ has been assigned as an administrative intern at your school. When this assignment is complete, we would appreciate you taking the time to complete this evaluation form. Please assess him/her in the areas listed below, comparing him/her to others that you have supervised in the same capacity.

Please select a score for each item listed below (0 = Not recommended / 5 = Exceptional):

Ability to follow through on assignments	0	1	2	3	4	5
Ability to interpret and follow policy	0	1	2	3	4	5
Ability to make appropriate decisions	0	1	2	3	4	5
Attendance & Punctuality	0	1	2	3	4	5
Interpersonal Skills with Students	0	1	2	3	4	5
Interpersonal Skills with Staff	0	1	2	3	4	5
Interpersonal Skills with Patrons	0	1	2	3	4	5
Leadership Potential	0	1	2	3	4	5
Verbal Communication Skills	0	1	2	3	4	5
Written Communication Skills	0	1	2	3	4	5

Please reflect and comment on the following questions:

Was the candidate self-initiating?

What do you feel is the individual's greatest strength?

What do you feel is the individual's greatest area for improvement?

Would you want this individual working with your child? Yes No Why?

Would you want this individual on your administrative team? Yes No Why?

 Print Name

 Signature