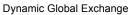
Intern and Training Program Evaluation





Instructions: This evaluation is to be completed by the supervisor and is meant to provide the intern/trainee with feedback concerning the progress in meeting set goals related to the skills and objectives outlined in the training plan. It must be completed halfway through the program (interim) and again at the end of the program (final). It is a requirement of the U.S. government that an intern/trainee must receive evaluations from his/her training supervisor.

Date:	
Participant Name:	
Host Employer:	
Host Employer Location: _	
Supervisor Name:	
Department:	
Interim Evaluation	Final Evaluation
Please assign each intern/	trainee characteristic below a numerical value based on the following:
5- Outstanding	
4- Above Average	
3- Average	
2- Need for Improvement	and Merits Attention
1- Significant Need for Im	
N- Does Not Apply	
	pervisor and Co-workers
Cooperates with Co-work	
Takes Initiative In Comple	
•	rvisor on Work Progress and Process
Displays Good Communic	
	Hours, Starting Time
Exhibits Professional Beha	
	ence, and interest in assignments ism and acts upon it
Takes on Leadership Role	•
	ructure and Departments
· · ·	ferences in Workplace between Home and U.S
	s and Objectives of Training Plan
Commissio Meeting doar	and Objectives of Halling Flatt

Intern and Training Program Evaluation

Dynamic Global Exchange



Please answer the following questions and include your thoughts on how successful the intern/trainee was in achieving the goals and objectives outlined in the training/intern placement plan.

Please comment on the specific areas of strength for the intern/trainee.

Please comment on areas for focus moving forward. What suggestions can you offer for the future business related success of the participant?

Would your company be interested in hosting other international interns/trainees? If so, what area of professional interest is your primary focus?

Signed;

Intern/Trainee: ______
Date: _____
Supervisor: _____
Date: ____

After reviewing this evaluation with the intern/trainee, please make two copies of this form and distribute as follows:

Original- Kept by Host Company Copy 1- Given to Intern/Trainee

Copy 2- Mail, email, or fax this evaluation to:

Mail: 30725 River Crossing, Bingham Farms, MI 48025

Email: marisa@dynamicglobalexchange.com

Fax: 678-261-1419