**Intern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of meeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Below Expectations** - Adequate performance with some areas of concern

**Meets Expectations** - Delivering expectations with some areas of high performance

**Exceeds Expectations** - Displays high level capability with consistency

| **Performance** | **Check Appropriate Box** | **Comments** |
| --- | --- | --- |
| **Below Expectations** | **Meets Expectations** | **Exceeds Expectations** |
| 1 | **Job Performance**• Exhibits good knowledge of products and services provided• Able to perform assigned tasks |  |  |  |  |
| 2 | **Resourcefulness & Creativity**• Able to react well to new or difficult situations• Finds creative solutions to problems faced, shows innovative thinking |  |  |  |  |
| 3 | **Team Work**• Understands the value of team work• Demonstrates behaviour that promotes team work |  |  |  |  |
| 4 | **Client/Stakeholder Satisfaction**• Fosters trust and builds relationship with clients/stakeholders• Anticipates needs and exceeds expectations |  |  |  |  |
| 5 | **Time Management**• Effectively attends to job requirements• Meets all deadlines consistently |  |  |  |  |
| 6 | **Decision Making**• Handles challenges and feedback effectively• Exhibits responsibility and accountability over problems and mistakes |  |  |  |  |
| 7 | **Adaptability**• Able to cope with demands and expectations• Adapts to changes and varying situations well |  |  |  |  |
| 8 | **Communication**• Communicates with internal and external stakeholders clearly and concisely |  |  |  |  |
| Overall comments: |