**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: | | | | | |