



# Supervisor Evaluation of Intern at Mid-Term



Mid-Term evaluations are only required for members in a position that is 18 weeks or longer (675 hours and up). You are welcome to complete this with your intern regardless, but you are only required to submit it to Stewards if their position is 18 weeks or more.

This evaluation is one of the many tools for monitoring the progress of each Intern. Evaluations should be a profile of the Interns' experience that documents their highs, lows, triumphs and struggles. Your evaluations and meetings are professional performance evaluations. This evaluation **MUST** be completed in person with a site supervisor or with Stewards Individual Placement Program Staff.

Member Name: \_\_\_\_\_ Intern Site/ Position: \_\_\_\_\_ Date : \_\_\_\_\_

**1) Building Essential Professional Habits:** Demonstrates strong work ethic, shows pride in work, demonstrates interest in work, shows up to work on time, maintains professional demeanor with crew and partners, maintains appropriate professional boundaries, wears appropriate uniform, uses appropriate language, shows respect for other members, leaders and staff. Acts as part of a greater team, demonstrates the ability to work towards overarching team goals, and understand the importance of teamwork.

Comments:

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

1                       2                       3                       4                       5

**2) Organization & Safety:** Understands and follows Stewards and Partner Agency policies and procedures (vehicle, risk management, equipment, etc.), identifies strengths and weaknesses of organization, demonstrates sound judgment, conscious of personal hygiene, wears appropriate PPE, works in safe manner around others.

Comments:



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**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**3) Civic & Community Engagement:** Is willing to receive and incorporate feedback, gives feedback in constructive manner, seeks feedback, shows capacity for self-reflection, resilience and adaptability, shows empathy towards others, builds trust with coworkers, participates in all requested activities, engages others, demonstrates selflessness and community involvement, and understands community issues and votes. Displays passion for the work and "buy in" to the mission and community.

**Comments:**

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**4) Self-Responsibility, Leadership & Communication:** Identifies issues and solutions, takes leadership role, promotes health and safety of crew, understands verbal and non-verbal cues, sets goals and follows through, seeks feedback, shows capacity for self-reflection, demonstrates ethics and integrity in decision making.

**Comments:**

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**5) Technical Skills & Knowledge:** Demonstrates understanding of, and respect for, service learning, understands LNT principles, understands land management agencies, knows basic information about local ecosystems, looks for educational opportunities, willing participant in educational activities. Demonstrates technical knowledge on the worksite



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and continues to gain or improves skills as needed to perform the work projects. Demonstrates effort to listen, learn, and develop in regards to skills and knowledge.

**Comments:**

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**6) Productivity and service projects:** Member is aware of work plan and internship project goals. Member has organized work task and prepared to reach goals set by supervisor and intern when reviewing work plan. Intern works in a timely manner to complete task, necessary paperwork, and data entry as outlined. Intern can, when required, work in a solo capacity to complete project goals and task.

**Comments:**

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**7) Equipment and Agency Property:** Member is aware of basic functions/uses of everyday equipment used or equipment specific to position. Member is respectful of agency property and follows all care and maintenance guidelines. This can include but is not limited to agency vehicles, field equipment, trailers, computers, and field and shop/office technologies.

**Comments:**

**Overall Rating:** Ranking based on 1 being "very poor" and 5 being "exceptional".

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**8) Goals and Professional Development:** In reviewing the member's professional development goals for this evaluation, what progress have they made toward achieving those goals?

**Additional Comments:** Please describe the areas that the Member demonstrated the most growth since the previous evaluation and/or since the beginning of their term of service.

## MID TERM:

**AmeriCorps Service Term Questions at Mid Term:** *Required for members serving 900hrs or more.*

Start  
Date: \_\_\_\_\_  
Length of Member  
Term \_\_\_\_\_

1. An "in person" evaluation has been conducted. I certify that the member has: Completed \_\_\_\_\_ hours served as of today. If number of hours is not on target, what plan do you have for ensuring the member will be able to complete the hours in the required time?

2. Has the member has satisfactorily completed assignments thus far?  Yes  No



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3. Has the member thus far met other performance criteria that were clearly communicated at the beginning of the term of service?

Yes     No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AmeriCorps Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please rename this file as shown below:**

Member Last Name-Midterm-Eval\_date  
Example: *Smith-Midterm-Eval\_04-12-18*

**For Stewards Staff:**

Notes from Staff:

Enrollment Date:  
Length of Member Term:  
Total Hrs Completed:  
Member Exit Date: