



Performance Evaluation (Intern)

This is the performance evaluation for all interns in the VA DME Team Internship Program.

Intern Name:		Department:	
Position Title:		Review Period:	
Reviewed By:		Review Date:	

Instructions: Evaluate the intern’s performance on the below areas with the described scale in each prescribed review period (semi-annual, annual). Total all values and list in the “TOTAL” box below. After completion, discuss each area with the intern and recommend any needed improvements. Following discussion, save a copy of this report to dmeinterns@gmail.com, forward to Dominique.Ramirez@va.gov (subject: Performance Evaluation), and provide a copy to the intern.

**Evaluation Scale: Use this scale to assess intern performance on the below areas:
 1 – Substantially Below Expectations; 2 – Below Expectations; 3 – Meets Expectations;
 4 –Exceeds Expectations; 5 – Substantially Exceeds Expectations**

Review Area	1	2	3	4	5	Comments on Review Area
1. <u>Virtual Engagement</u> : Does the intern communicate frequently and meaningfully in Slack?						
2. <u>Accountability</u> : Does the intern take responsibility and submit timely weekly reports?						
3. <u>Attitude</u> : Does the intern demonstrate enthusiasm and positivity in their role?						
4. <u>Improvement</u> : Does the intern continually develop ability and professionalism over time?						
5. <u>Work Quality</u> : Is the intern’s work quality acceptable for their role?						
6. <u>Work Quantity</u> : Is the intern’s work quantity acceptable for their role?						
7. <u>Collaboration</u> : Does the intern work well with leadership, other interns, and VA staff?						
TOTAL						

Additional Comments: