

# Mentor Evaluation of JS GS Intern

Student Name: \_\_\_\_\_  
Ministry/Department: \_\_\_\_\_  
Internship term (m/y): \_\_\_\_\_

Mentor: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

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## To the mentor:

The purpose of this document is to assist you in evaluating the intern's performance and discuss the evaluation with the intern to obtain his/her written comments. This form is meant to serve as a means of identifying competencies achieved as a result of the internship, along with areas requiring further development. This evaluation tool might also serve as a starting point for dialogue and self-assessment.

Please retain copies for your files and provide copies to the student and the Student Experience Officer. JS GS uses this document as a signal that the internship was completed satisfactorily and to give the student a pass mark for the JS GS Executive Internship Course.

Your cooperation in the evaluation process is greatly appreciated as it benefits an intern's personal and career development. Thank you.

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## RATING SCALE

<b>Excellent:</b>	Greatly exceeded the standard
<b>Above Average:</b>	Exceeded the standard
<b>Average:</b>	Met the standard
<b>Below Average:</b>	Did not meet the standard
<b>Unsatisfactory:</b>	Significantly below the standard
<b>N/A:</b>	Not applicable or unable to assess

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# Mentor Evaluation of JS GS Intern

## QUALITY OF WORK

Demonstrates thoroughness, policy and evidence – based approach and understanding of subject matter:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
Comments:

## PLANNING & ORGANIZING

Extent of planning, organizing and time management skills:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
Comments:

## LEARNING

Ability to assimilate, comprehend and apply new information:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
Comments:

## INITIATIVE/LEADERSHIP

Amount of initiative in taking independent action and originating ideas:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
Comments:

# ***Mentor Evaluation of JSGS Intern***

## INTEREST IN WORK

Amount of enthusiasm and pride toward work assignments:

Excellent	Above Average	Average	Below Average	Unsatisfactory	N/A
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Comments:

## PROBLEM SOLVING

Degree of analysis and problem solving abilities:

Excellent	Above Average	Average	Below Average	Unsatisfactory	N/A
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Comments:

## WRITTEN COMMUNICATIONS

Level of writing skills

Excellent	Above Average	Average	Below Average	Unsatisfactory	N/A
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Comments:

## VERBAL COMMUNICATIONS

Level of listening and speaking skills:

Excellent	Above Average	Average	Below Average	Unsatisfactory	N/A
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Comments:

# ***Mentor Evaluation of JSGS Intern***

## TEAMWORK

Ability to interact and work with others in effective manner:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
 Comments:

## ADAPTATION TO ORGANIZATON

Response to supervision, standards and policies:

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A  
 Comments:

## MENTOR/EVALUATOR'S COMMENTS

Briefly add any additional comments on the intern's strengths and areas for improvement.

# Mentor Evaluation of JSGS Intern

## OVERALL PERFORMANCE RATING

Excellent      Above Average      Average      Below Average      Unsatisfactory      N/A

If employment were available in the future, would the intern be considered for re-hire within the organization?

Yes                      No                      N/A

## INTERN'S COMMENTS

Briefly comment on the accomplishment of your internship goals and learning objectives.

This evaluation has been discussed with the intern.       Yes       No

\_\_\_\_\_  
Mentor/Evaluator Signature

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date