

Government Office Evaluation Form

Student Name:

Government Office:

Date of Evaluation:

To the Supervisor: So the Executive Director of The Maddy Institute can better assess the performance and progress of the Scholarship Intern, we ask that you fill out this evaluation and give feedback to the student intern at the completion of the internship. Please fax, mail, or email the completed form to The Maddy Institute within five days.

The Maddy Institute California State University,
Fresno 4910 N. Chestnut Ave OF43
Fresno, CA 93726
Phone: (559) 278-1133
Fax: (559) 278-1167
Email: mjeans@mail.fresnostate.edu

What are the Scholarship Intern's strengths?

What areas of continued learning and improvement in skills would most increase this student's effectiveness in a professional working environment similar to that of this internship?

What useful contributions did the intern make to your office during the internship?

How good was the match between this Scholarship Intern's interests, aptitude, and values and the working environment of this internship?

In your estimation, is the Scholarship Intern suited to pursue a career in government or public affairs?

Do you have any comments or areas of improvement for the internship program in general?

Do you plan to use Scholarship Interns from The Maddy Institute in the future?

Please indicate how satisfied you are with the Scholarship Intern's performance in the following areas:

	Very Good	Satisfactory	Needs Improvement	N/A
General Knowledge				
Possessed general knowledge and skills needed in government/public policy/public affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understood how the branches of government are interrelated and work together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appeared to have general understanding of government from a broad perspective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Skills				
Possessed necessary business writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated effectively in oral form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively defined, analyzed, and solved problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Functioned at a high level of productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibited a sense of responsibility and accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively managed timelines, deadlines, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showed creativity and originality on assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very Good	Satisfactory	Needs Improvement	N/A
Asked questions to enhance knowledge, asked for new challenges, showed desire to get ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicated and acted in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was punctual and dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presented an appropriate personal appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Values

Displayed honesty, integrity, and ethical behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used common sense and good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worked cooperatively as a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respected cultural and individual difference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed By:

Date: