



The Maddy Institute

The San Joaquin Valley – Inspiring Public Leadership



Government Office Evaluation Form

Student Name:

Government Office:

Date of Evaluation:

To the Student: 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
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Fresno, CA 93726
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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 related 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"/>
Accepted and used constructive feedback	<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 challenge, showed desire
to go ahead

Communicated and acted in a
professional manner

Was punctual and dependable

Presented an appropriate personal
appearance

Professional Values

Displayed honesty, integrity, and
ethical behavior

Used common sense and good
judgment

Worked cooperatively as a team
player

Respected cultural and individual
difference

Signed By:

Date: