

Intern Practice and Performance Evaluation Form

Rating E,M,D, or N/A	Characteristic	Exceeds Expectations (E) (Competent)	Meets Expectations (M)	Does Not Meet Expectations (D) <i>Please provide specific example.</i>
	Assertiveness	Confident, active, self-assured. Promotes self with ease.	Able to promote self. Neither passive nor aggressive.	Timid, passive, aggressive, arrogant. Does not promote self excessively.
		Always expresses feelings, needs, professional opinions without hesitation or anxiety.	Usually expresses feelings, needs, professional opinions without hesitation or anxiety.	Unable/unwilling to express feelings, needs, opinions in an acceptable way.
		Confronts others confidently without antagonism.	Confronts others with minimal hesitation.	Avoids confrontation OR confronts others with antagonism.
	Dependability/ Responsibility	Meets or precedes deadlines.	Meets deadlines	Fails to meet deadlines.
		Seeks additional responsibilities.	Follows through on assigned responsibilities.	Fails to follow through on assigned responsibilities.
		Needs minimal supervision.	Needs some supervision.	Needs constant supervision.
	Initiative	Generates ideas, puts into action.	Acts on ideas generated by others.	Generates no ideas or fails to act on assigned tasks.
		Takes responsibility for own learning.	Manages own learning with some direction.	Waits for info to be given. Expects to be taught.
		Identifies and utilizes resources independently.	Utilizes suggested resources.	Misuses or fails to use resources.
	Leadership & Management (Organizational Skills)	Manages multiple, simultaneous responsibilities with ease.	Usually manages multiple, simultaneous responsibilities.	Unable to manage multiple, simultaneous responsibilities.
		Sets realistic goals and finishes work before deadlines.	Sets realistic goals and meets deadlines.	Fails to set appropriate goals OR sets unrealistic goals, misses deadlines, asks for extensions.
		Makes use of time and resources to meet goals and deadlines	Usually makes use of time and resources to meet goals and deadlines.	Does not make good use of time and resources to meet goals and deadlines.
		Always does the right thing with honesty and integrity. Takes the long-term view. Engages in strategic planning. Inspires change. Willingly takes risks.	Aligns self with preceptor and organizational vision. Participates in strategic planning when asked. Performs ethically with honesty and integrity. Takes some risks.	Displays disengaged attitude. Influences others negatively. Responds only to assigned tasks. Seeks to work in the status quo.
		Challenges the process, inspires a shared vision, enables others, models the way, and recognizes contributions.	Understands the process. Aligns self with vision. Displays positive team attitude.	Ignores or undermines the process, vision, or teamwork.
	Flexibility/ Behavior Under Pressure	Accepts change without complaint. Adapts smoothly.	Accepts change.	Resists change. Unable/unwilling to adapt.
	Behavior Under Pressure	Performance excels under pressure.	Performance minimally affected under pressure.	Unable to perform under pressure.
		Displays poise, confidence under pressure.	Minimal anxiety visible under pressure.	Exhibits inappropriate behavior under pressure.
		Maintains positive relationships with others when under pressure.	Relationships with others minimally affected by pressure.	Relationship with others deteriorates when under pressure.
	Response To Feedback	Invites and accepts feedback.	Accepts feedback without hurt or anger.	Becomes defensive or angry when given feedback.
		Identifies own shortcomings.	Admits own shortcomings when others identify.	Denies own shortcomings.
		Consistently uses suggestions for self-improvement.	Usually uses suggestions for self-improvement.	Does not see need for self-improvement.
	Professional Conduct	Arrives on time, maintains scheduled hours, and is prepared for work and meetings.	Usually arrives on time, maintains scheduled hours, and is prepared for work and meetings.	Frequently arrives late, is a no-show, or is unprepared at work or meetings.

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		Attends all meetings on time and is prepared to participate in meeting.	Usually attends meetings on time and is typically prepared to participate.	Is late to meetings most of the time and is always unprepared.
		Follows the dress code.	Follows the dress code.	Does not adhere to the dress code.
		Performs ethically in accordance with Code of Ethics of The ADA.	Performs ethically in accordance with Code of Ethics of The ADA.	Does not perform ethically in accordance with Code of Ethics of The ADA.
		Promote a positive image of dietetics.	Promote a positive image of dietetics.	Does not promote a positive image of dietetics.
		Achieves cultural competence.	Demonstrates cultural sensitivity.	Culturally insensitive or inappropriate.
	Communication	Consistently organizes and delivers clear written and verbal messages.	Usually organizes and delivers clear verbal and written messages.	Has difficulty organizing and delivering clear verbal and written messages.
		Communicates accurately and in a timely manner at all times.	Usually keeps others informed in a timely manner.	Fails to keep others informed.
		Practices active listening.	Usually listens attentively.	Fails to listen.
	Critical Thinking and Problem Solving	Demonstrates ability to make appropriate decisions.	Makes good decisions.	Unable/unwilling to make a decision OR decides without thought.
		Independently identifies and solves problems.	Solves problems identified by others.	Fails to identify, solve problems.
		Identifies problems and secures relevant data to identify possible causes.	Identifies problems and seeks guidance from others regarding causes.	Passes problems to others. Ignores problems.
		Generates alternative courses of action and possible solutions.	Sometimes generates alternative course of action.	Waits for answers from others.
	Collaboration/ Customer Relations/ Team Work	Seeks out opportunities to work with others.	Works with others when required to by preceptor.	Resists working with others.
		Actively works to find best resolution to problem(s).	Participates in resolution of problem; accepts resolution of problems as presented by others.	Resolves problems to own advantage with no consideration for others
		Does more than his/her share of team tasks.	Does just his/her share of team tasks.	Fails to do own team task assignments at all or by agreed upon deadlines.
		Offers to help others.	Helps others if asked.	Has difficulty helping others
		Always honors commitments to the group.	Usually keeps commitments to group.	Fails to keep commitments to group
		Promotes cooperation with team.	Cooperates with team.	Fails to cooperate with team
		Works effectively with people. Demonstrates care, concern, and courtesy when dealing with people.	Usually able to work well with other people. Demonstrates courtesy in dealing with people.	Critical of others. Lacks courtesy when dealing with customers.

Comments:

Intern: _____

Date: _____

Preceptor: _____

Date: _____