

Internship Evaluation Criteria

Dear [Intern's Name],

We are pleased to provide you with the evaluation criteria for your internship in the [Program Name] at [Organization Name]. This document outlines the key areas that will be assessed during your internship.

Evaluation Criteria

1. **Professionalism:** Adherence to workplace conduct, punctuality, and attitude.
2. **Communication Skills:** Effectiveness in both written and verbal communication.
3. **Technical Skills:** Proficiency in required tools and technologies relevant to the position.
4. **Teamwork:** Ability to work collaboratively with colleagues and contribute to group tasks.
5. **Problem-Solving:** Capability to identify issues and suggest constructive solutions.
6. **Initiative:** Willingness to take on new tasks and demonstrate leadership qualities.
7. **Time Management:** Effectiveness in meeting deadlines and managing workload.

Your performance will be assessed at the end of the internship period. Please do not hesitate to reach out if you have any questions regarding these criteria.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]