

**NVU-Lyndon Internship Program**

**Self-Evaluation Part II**

Evaluate yourself using the following chart. In doing so you will be able to identify those aspects of your work performance and work habits that are in need of improvement, as well as those which can be considered assets to your professional growth. It would be wise to keep a copy of this for yourself. Next time you are getting ready for a job interview look this over and you will be prepared when the interviewer asks about your strengths and weaknesses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Above Average | Average | Below Average | Poor |
| Academic Preparation for Internship |  |  |  |  |  |
| Transferrable skills development prior to internship |  |  |  |  |  |
| Effectiveness in work preparation and organization |  |  |  |  |  |
| Quality of work produced |  |  |  |  |  |
| Ability to accept interruptions in routine |  |  |  |  |  |
| Keeping constructively busy and mentally alert |  |  |  |  |  |
| Ability to adjust to organization’s procedures and policies |  |  |  |  |  |
| Effectiveness in written communication |  |  |  |  |  |
| Effectiveness in oral communication |  |  |  |  |  |
| Working relationships with others |  |  |  |  |  |
| Ability to apply academic training to job demands |  |  |  |  |  |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_