

#### UNITED NATIONS OFFICE AT NAIROBI

• OFFICE DES NATIONS UNIES A NAIROBI • ОFFICE DES NATIONS UNIES A NAIROBI ОТДЕЛЕНИЕ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В НАЙРОБИ • OFICINA DE LAS NACIONES UNIDAS EN NAIROBI

# **INTERN PERFORMANCE EVALUATON**

| Reason for Evaluation | □ End of internship | $\Box$ Other (Please specify) |
|-----------------------|---------------------|-------------------------------|
|                       |                     |                               |

#### **Intern Details**

| Name (First, Last)  |        | Email addı | ress: |  |
|---------------------|--------|------------|-------|--|
| Organization/Office |        |            |       |  |
| Internship Dates    | Start: |            | End:  |  |

#### **Supervisor Details**

| Name (First, Last) |   |
|--------------------|---|
|                    | 1 |

## Part A Work Plan

Accomplishments (Describe the major outputs accomplished against performance expectations)

**Strengths/Areas for Development** (Describe aspects of performance that were a particular strength/asset and/or areas where performance could be improved and/or developed)

## Part B Core Competencies

| Communication (On a scale of 1 to 5 assess the interns performance against the competency)         |  |     |     |   |   |  |
|--|--|-----|-----|---|---|--|
| Verbal Communication:<br>The intern's ability to communicate<br>orally.                            | Door/ineffective<br>verbal skills; Lack<br>of eye-contact;<br>Voice not clear;<br>Inappropriate<br>language and<br>tone. | 2   | 3   | 4 | <b>5</b><br>Excellent verbal<br>skills;<br>Clear voice;<br>Appropriate<br>style, tone and<br>level. |  |
| Written Communication:<br><i>The intern's ability to communicate</i><br><i>clearly in writing.</i> | <b>1</b><br>Poor/ineffective<br>writing skills.<br>Writing is unclear<br>/disorganized                                   | □ 2 | 3   | 4 | 5<br>Excellent<br>writing skills.<br>Clear,<br>organized,<br>fluent writing                         |  |
| Teamwork (On a scale of 1 to 5 assess the interns performance against the competency)              |  |     |     |   |   |  |
| Degree to which intern worked in the Team environment.   | <b>1</b><br>Ineffective in work<br>team; Avoids<br>working with<br>others;   | □ 2 | □ 3 | 4 | 5<br>Maintains<br>effective and<br>cooperative<br>relationships<br>with others;                     |  |

| Client Orientation (On a scale of 1 to 5 assess the interns performance against the competency)   |                         |   |   |   |  |
|---|-------------------------|---|---|---|--|
| The extent to which the intern is service<br>orientated - provides support, advice or<br>guidance to clients; builds partnerships a<br>Views other colleagues as<br>clients all having an input in the overall<br>goal of the organization/department/<br>unit. | Receives<br>complaints. | 2 | 3 | 4 | 5<br>Actively seeks<br>out and<br>suggests<br>solutions. No<br>complaints<br>received.<br>Receives<br>compliments. |

#### **Intern Self-Assessment**

Accomplishments and/or Strengths/Areas for Development (Describe major accomplishments and/or areas of performance that were a particular strength/asset and/or areas where performance could be improved and/or developed )

| Intern Signature     | Date: |  |
|----------------------|-------|--|
| Supervisor Signature | Date: |  |