

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)	
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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: The intern's ability to communicate orally.	Door/ineffective verbal skills; Lack of eye-contact; Voice not clear; Inappropriate language and tone.	2	3	4	5 Excellent verbal skills; Clear voice; Appropriate style, tone and level.	
Written Communication: <i>The intern's ability to communicate</i> <i>clearly in writing.</i>	1 Poor/ineffective writing skills. Writing is unclear /disorganized	□ 2	3	4	5 Excellent writing skills. Clear, organized, 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.	1 Ineffective in work team; Avoids working with others;	□ 2	□ 3	4	5 Maintains effective and cooperative relationships 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 orientated - provides support, advice or guidance to clients; builds partnerships a Views other colleagues as clients all having an input in the overall goal of the organization/department/ unit.	Receives complaints.	2	3	4	5 Actively seeks out and suggests solutions. No complaints received. Receives 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:	