

Internship Objectives

Intern's name		Internship start date	
Job title		Internship end date	
Organisation/Department		Line Manager's name	

Please rank your competencies prior to starting this Internship. Rank each from 1-10 in the boxes provided; 1 being not at all, 10 being very competent, and provide a brief example or examples of your previous experience using them where possible/applicable.

Communication	Enterprising (develop/ create ideas)	Planning/organisation(includes time management)	Logical thinking
ICT	Taking risks and decision making	Teamwork/collaboration	Assertiveness and Influencing
Initiative/independence	Research	Degree subject skills e.g. Languages	Problem Solving

Purpose of Internship (for the Line Manager and for you):	By When
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Objectives
An objective is how you achieve the overall purpose of your internship. Your objectives can be role related or for your personal development in your career.
The objective should be SMART: Specific, Measurable, Achievable, Relevant and Time-Related.
Note: This should not be a list of the tasks taken from your job description.

Objective 1	
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Objective 2	
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Objective 3	
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Objective 4

Objective 5

Objective 6

Objective 7

Objective 7

Objective 8

Signatures

Intern: Date:

Line Manager: Date:

Internship Review

Period covered by review (i.e., previous 12 months)	From:	
	To:	

To what extent are you using the following competencies in your role? Please rank each from 1-10 in the boxes provided; 1 being not at all, 10 being very frequently, and provide a brief example or examples of your use of them where possible/applicable.

Communication	Enterprising (develop/create ideas)	Planning/organisation (includes time management)	Logical thinking
ICT	Taking risks and decision making	Teamwork/collaboration	Assertiveness and Influencing
Initiative/independence	Research	Degree subject skills e.g. languages	Problem Solving

1. Are you on track with your objectives?	Line Manager's comments
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2. What have you achieved so far?	Line Manager's comments
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3. Which aspects of the job do you most enjoy?	Line Manager's comments
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5. Can you identify any training/development needs/opportunities?	Line Manager's comments
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6. What impact has your role had on the business and how has your work made a difference to the customer?	Line Manager's comments
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7. Final comments	Line Manager's comments
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Signatures

Intern: Date:

Line Manager: Date:

Internship Evaluation

Period covered by evaluation (i.e., previous 12 months)	From:	
	To:	

How much have you used the following competencies in this role? Please rank each from 1-10 in the boxes provided; 1 being not at all, 10 being very frequently, and provide a brief example or examples of your use of them where possible/applicable.

Communication	Enterprising (develop/create ideas)	Planning/organisation (includes time management)	Logical thinking	
ICT	Taking risks and decision making	Teamwork/collaboration	Assertiveness and Influencing	
Initiative/independence	Research	Degree subject skills e.g. Language	Problem Solving	
1. Did you complete all objectives set throughout your placement?		Line Manager's comments		

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2. What have your greatest achievements been during the placement?	Line Manager's comments
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3. In hindsight, is there anything you would do/approach differently?	Line Manager's comments
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4. What impact has your role had on the business and do you think you made a difference to the customer?	Line Manager's comments
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5. Do you have any suggestions regarding how you think the business as a whole could be improved in the future?

Line Manager's comments

6. Do you have any thoughts on how the internship scheme could be improved?

Line Manager's comments

7. Final comments

Line Manager's comments

Signatures

Intern: Date:

Line Manager: Date: