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**Internship Objectives**

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

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| 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 | |  |
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| **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.** |

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| **Objective 1** |  |

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| **Objective 2** |  |

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| **Objective 3** |  |

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| **Objective 4** |  |

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| **Objective 5** |  |

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| **Objective 6** |  |

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| **Objective 7** |  |

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| **Objective 7** |  |

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| **Objective 8** |  |

## Signatures

Intern: Date:

Line Manager: Date:

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

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| 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 | |  |
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**Internship Review**

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| 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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| --- | --- |
| 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 |

## Signatures

Intern: Date:

Line Manager: Date:



**Internship Evaluation**

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| 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 | |  |
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| 1. Did you complete all objectives set throughout your placement? | | | | | Line Manager’s comments | | | | | | |

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| --- | --- |
| 2. Did you complete all objectives set throughout your placement? | Line Manager’s comments |

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| 3. What have your greatest achievements been during the placement? | Line Manager’s comments |

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| 4. In hindsight, is there anything you would do/approach differently? | Line Manager’s comments |

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| 5. 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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| 6. Do you have any suggestions regarding how you think the business as a whole could be improved in the future? | Line Manager’s comments |

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| 7. Do you have any thoughts on how the internship scheme could be improved? | Line Manager’s comments |

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| 8. Final comments | Line Manager’s comments |

## Signatures

Intern: Date:

Line Manager: Date: