



HIP MENTOR CLOSEOUT FEEDBACK SUMMARY

		HIP Project No.: HIP-	
Intern Name:		Phone:	
Email:			
Mentor Name:		Phone:	
Email:			

Feedback is a powerful vehicle for learning. Throughout the internship, your mentor provided candid and constructive feedback that supports/facilitates individual learning and development.

The purpose of this form is to provide a summary of the feedback for your Internship experience that is relevant, practical and specific and will enrich your learning experience. It becomes a roadmap to guide you towards improvement in making course selections, building soft skills, or perhaps even changing career paths. This document should be a useful tool to help you move toward your desired professional future.

NOTE to Mentor: Simply stating that the intern “Exceeded Expectations” in all categories without providing comments for improvements does not benefit the intern. There is always room to grow/stretch. Give the intern the benefit of your experience and mentorship and provide a “value added” roadmap for your intern’s professional future.

1. Adequacy of education and technical background in his/her field.

Exceeded Expectations	Met Expectations	Needs Improvement
Comments:		

2. Effectiveness in applying technical knowledge.

Exceeded Expectations	Met Expectations	Needs Improvement
Comments:		

3. Industriousness: Interest in and enthusiasm about work, taking pride in work.

Exceeded Expectations	Met Expectations	Needs Improvement
Comments:		

4. Planning and organizing work.

Exceeded Expectations	Met Expectations	Needs Improvement
Comments:		

5. Following work through to completion.

Exceeded Expectations

Met Expectations

Needs Improvement

Comments:

6. Dependability in meeting commitments, schedules, and deadlines.

Exceeded Expectations

Met Expectations

Needs Improvement

Comments:

7. Effectiveness in dealing with people outside his/her group.

Exceeded Expectations

Met Expectations

Needs Improvement

Comments:

8. Personally accepts responsibility for providing high-quality, timely results on assigned work.

Exceeded Expectations

Met Expectations

Needs Improvement

Comments:

9. Uses effective written, oral, and listening communication skills to clearly and accurately present and exchange complex technical information.

Exceeded Expectations

Met Expectations

Needs Improvement

Comments:

If you were able to hire this person today, in what type of position do you think this person would be of most value to your organization?

Describe the special attributes or capabilities of your HIP Intern.

Other comments:

HIP INTERN		MENTOR/SUPERVISOR SIGNATURE	
<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>