

SPROTT SCHOOL OF BUSINESS
MAcc Internship Mid-Term Performance Feedback Form

MAcc Intern Contact Information

Name:
Intern position or title:

Organization Contact Information

Organization name:
Work Supervisor name:
Position title:
Work phone: Email:

Section 1: General comments

Section 2: Feedback re: intern's deliverables

The intern is on track to complete deliverables as per MAcc/Employer Internship Agreement:
YES ___ or NO ___

If NO, please indicate if this is due to intern's performance: YES ___ or NO ___

*If intern's performance so far is **not satisfactory**, please connect with the MAcc Administrator immediately.*

Supervisor's Signature: _____
Date: _____

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Section 3: Skill evaluation (5 = Exceeds expectations; 3 = Meets expectations; 1 = Does not meet expectations). In the case a category does not apply to the position, select **n/a** (not applicable)

Overall Competencies	Rate your Intern					
Communicating (overall)	1	2	3	4	5	n/a
Leading/motivating (teams, groups, individuals)	1	2	3	4	5	n/a
Planning (budget, projects, inventory, people, other resources)	1	2	3	4	5	n/a
Organizing (projects, tasks, events)	1	2	3	4	5	n/a
Decision making (time, budget, inventory, other resources)	1	2	3	4	5	n/a
Delivering/Presenting (to stakeholders/clients)	1	2	3	4	5	n/a

Interpersonal Skills

Verbal skills	1	2	3	4	5	n/a
Writing skills	1	2	3	4	5	n/a
Listening skills (pays attention, takes direction, asks relevant questions)	1	2	3	4	5	n/a
Collaborative (works well with team/others)	1	2	3	4	5	n/a
Accepts and learns from feedback	1	2	3	4	5	n/a
Conflict resolution (Handles conflict effectively)	1	2	3	4	5	n/a

Job Skills

Knowledge of subject matter	1	2	3	4	5	n/a
Meeting deadlines	1	2	3	4	5	n/a
Efficiency (effective use of time and resources)	1	2	3	4	5	n/a
Quality of work	1	2	3	4	5	n/a
Research (identifies, seeks out and utilizes relevant Information)	1	2	3	4	5	n/a
Analytical (analysis of quantitative/qualitative information)	1	2	3	4	5	n/a
Critical thinking (problem solving, decision making)	1	2	3	4	5	n/a
Business software (Word, Excel, Power Point, etc.)	1	2	3	4	5	n/a

Other

Professionalism	1	2	3	4	5	n/a
Positive attitude	1	2	3	4	5	n/a
Respectful/Diplomatic	1	2	3	4	5	n/a
Takes initiative	1	2	3	4	5	n/a
Reliable (attendance and punctuality)	1	2	3	4	5	n/a
Ethical Reasoning	1	2	3	4	5	n/a
OVERALL PERFORMANCE RATING	1	2	3	4	5	n/a

Supervisor's Signature: _____

Date: _____