

Skill Evaluation Form

Hard Skills

- 1 Unsatisfactory
- 2 Task completion requires extensive supervision
- 3 Task completion requires moderate supervision
- 4 Task done with little supervision/ Comparable to staff
- *Leave blank if task has not been attempted enough times to be evaluated

Skill Type	Category	Skills Demonstrated	Rating
		Use of copy machine, fax machine or scanner; creating signage, use	
Hard Skill - Basic	Office Administration	of phone system	
		Stocking supplies, delivering/sorting office mail, mailing items,	
Hard Skill - Basic	Office Maintenance	event set up	
Hard Skill - Basic	Filing	Organizing files and documents in a deliberate, systematic manner	
		Answering phones, taking messages, greeting clients/visitors,	
Hard Skill - Intermediate	Communication	writing emails	
Hard Skill - Intermediate	Meeting Support	Setting up meetings, sending invites, taking summary notes	
Hard Skill - Intermediate	Technology	Basic use of Microsoft Office; Experience typing documents	
		Use of technology (e.g. PowerPoint) to draft, review or edit	
Hard Skill - Advanced	Presentation	presentations	
		Use of Excel/spreadsheets to enter, manipulate, track or	
Hard Skill - Advanced	Data Entry	summarize information	
		Use of web or other medium to research, summarize and report	
Hard Skill - Advanced	Research	out on information	
		Provides customers and clients with accurate feedback; listens to	
		customer concerns and address them or forwards them in a timely	
Hard Skill - Advanced	Customer Service	manner	

Soft Skills

- 1 Needs Improvement: Student rarely exhibits skill.
- 2 Fair: Student sometimes exhibits skill.
- 3 Good: Student usually exhibits skill.
- 4 Superior: Student always exhibits skill.

Skill Type	Category	Skills Demonstrated	Rating
	Punctuality/	Coming to work/ meetings on time; calling in advance of	
Soft Skills - Professionalism	Attendance	absences/tardiness	
Soft Skills - Professionalism	Attire	Coming to work dressed professionally	
Soft Skills - Professionalism	Attitude	Exhibiting eagerness to learn, interest in trying new skills	
Soft Skills - Professionalism	Accepting Criticism	Seeks feedback, implements changes; reacts well to feedback	
		Completes tasks accurately and in a timely matter, and is mindful	
Soft Skills - Job Competency	Task Completion	of deadlines	
	Initiative/ Time	Regularly completes all assigned tasks on time; manages multiple	
Soft Skills - Job Competency	Management	projects at once; limits down time	
Soft Skills - Development	Following directions	Regularly listens to directions; displays flexibility; accepts criticism	
		Sets up goals and action steps to achieve goals; regularly checks in	
Soft Skills - Development	Goal setting	with supervisor to ensure growth	
		Speaks clearly and professionally to all coworkers, supervisors and	
Soft Skills - Communication	Speaking	guests	
Soft Skills - Communication	Listening	Intern is attentive and present when listening to colleagues	

Please note any comments, observations, feedback and action steps here.