



## Internship Assessment

Intern Name: \_\_\_\_\_

This assessment should be completed by a Career Coach, Teach of Record, VR / Job Coach,

We appreciate your honesty when filling out this information to help us appropriately evaluate the above student. Please mark N/A for items that you are unsure of and add additional notes as appropriate. If you have any questions about this assessment please contact Stan Keeps 812-386-6312 or email [Info@ArcSWIN.org](mailto:Info@ArcSWIN.org).

Thank you – The Arc Southwest Indiana Talent Internship staff

Assessors Name : \_\_\_\_\_ Date Completed: \_\_\_\_\_

Agency Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

\*Please return this assessment to the student in a sealed envelope to be submitted as part of their application packet.

### A. Commitment to Community Employment

- Intern wants to get a job
- Intern family supports the goal of competitive community employment
- Intern has an original Social Security Card
- Intern has a State ID or Drivers license as a picture ID
- Intern can pass a pre-employment drug screen
- Intern can be contacted by phone (home or cell)

- Intern can be contacted by e-mail
- Intern receives SSI or other forms of public assistance
- Intern has been referred to Vocational Rehabilitation
- Intern has a Service Coordinator

Name of Counselor: \_\_\_\_\_ Agency: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Career Coach: \_\_\_\_\_ Agency: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## B. Attendance

Within in the past school year, the intern has had:

- No (0) absences or late arrival
- 1-3 absences or late arrival
- 3-6 absences or late arrival
- 7-10 absences or late arrival
- 11 or more absences or late arrival
- The intern has a medical condition that requires frequent hospital stays / excessive doctor / clinic visits (more than 12 days per year)

Additional comments on attendance:

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## C. Appearance and Professional Presentation

Intern arrives at school and / or work daily with:

- Clean and combed hair
- Clean clothes
- Brushed teeth / good oral hygiene
- Wears appropriate clothing for the weather
- Follows applicable dress code

Additional comments on appearance and professional presentation:

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#### D. Transportation

- Intern has own car, drivers license and insurance
- Intern knows how to use public transportation
- Intern is willing to learn to use public transportation
- Intern has a family member / other who are willing to provide on-going transportation
- Intern is eligible for disability related transportation assistance

#### E. Appropriate Social and Behavior Skills

- Intern does not engage in flirting, inappropriate touching or public displays of affection such as holding hands, hugging or kissing in a school or work setting
- Intern does not swear or use profanity in a school or work setting
- Intern shows respect to their peers and other adults
- Intern works cooperatively with others
- Intern accepts correction and criticism without a negative reaction or behavior outburst
- Intern has not lost their temper in a school or work environment

#### F. Intern has displayed aggressive behavior in a school or work setting:

- Screaming or yelling
- Hitting / punching
- Spitting
- Kicking
- Fighting

Additional comments on aggressive behavior:

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## G. Interpersonal Communication

- Intern responds when someone speaks or asks questions
- Intern makes eye contact
- Intern uses an appropriate tone of voice
- Intern engages in appropriate conversation in a school or work environment
- Intern uses appropriate body language in the school and work environment
- Intern does not use inappropriate hand gestures
- Intern sits appropriately in a chair with correct posture most of the time
- Intern respects others personal space
- Intern uses a cell phone and electronic equipment appropriately according to the school or work policy including refraining from talking and answering the phone, texting and listening to music

## H. Recreational Activities

- Intern participates in organized group activities
  - Sports - \_\_\_\_\_
  - Band
  - Choir
  - Theatre
  - Scouts
  - Church Youth Group
  - Community Recreation and / or Special Olympics
  - Computer or electronic games
  - Other activities or school organizations
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- Intern likes to exercise on their own (walking, running, biking, etc.)
  - Intern belongs to a gym in the community
  - Intern has the following hobbies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## I. Production Rate and Work Quality

- At work or school, intern gets most tasks finished on time and turns in assignments by the due date with accuracy of 70-100%

- At school or on the job the intern's work is organized and neat

Please add any comments about the intern's speed of work and quality of work:

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## J. Employability Skills

- Intern gets to school, work or other appointments on time and independently
- After lunch or a break, student returns to class or work on time
- Intern knows how to tell and keep track of time
- Intern stays on a task until it is finished or told to move on to another task
- If interrupted, intern can return to a task and finish it
- Intern can access the necessary information to fill out job applications

## K. Academic Skills

- Intern use a calculator when doing math problems or for everyday use
- Intern can read the newspaper and magazines for news, job hunting and other information
- Intern can write or keep a diary / journal

Reading Grade Level: \_\_\_\_\_

Writing Grade Level: \_\_\_\_\_

Math Grade Level: \_\_\_\_\_

1. Please list accommodations the intern has used in the classroom

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2. Please list the ways that help the intern to learn best or tools that best work for the intern

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## L. Computer / Electronic Skills

- Intern has basic keyboarding skills and uses correct typing techniques
- Intern has basic keyboarding skills and uses only two fingers (hunt and peck)
- Intern can create letters and other documents (Word or Google Docs)
- Intern can create spreadsheets and other documents (Excel or Google Sheets)
- Intern can create a presentation (PowerPoint or Google Slides)
- Intern can use Microsoft Publisher to create cards, newsletters, flyers and other documents
- Intern can use email correctly
- Intern can access the Internet to get information, find services such as good maps and use various search engines
- Intern uses a computer to play games, watch TV shows, listen music, etc.
- Intern has no computer skills
- Intern uses a cell phone to talk to others
- Intern uses a cell phone for texting

## M. Problem Solving & Conflict Resolution

- Intern is able to recognize a social problem or situation and work to solve the problem independently
- Intern is able to request assistance with a social problem or situation when necessary
- Intern is able to brainstorm or list possible solutions to a social problem
- Intern is able to handle conflicts in a mature manner
- Intern is able to understand constructive criticism or their work

## N. Comments

Please share any information about the student that you think is relevant to the student's participation in this program

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Thank you for your input on the Talent Internship application!