



INTERNSHIP PERFORMANCE CHECKLIST

PLACEMENT:

Intern - Please mark the appropriate column and record the reasons why you believe you have achieved that performance standard.

Supervisor - Please select the most appropriate performance standard according to the student's performance during the placement and record a brief comment in response to the student's self-assessment.

CRITERIA	Always	Usually	Rarely
Attendance and Professional Etiquette <ul style="list-style-type: none"> • Punctual and attended all placement days (except where medical certificate was provided). • Demonstrates courtesy, appropriate dress, language and behaviour • Demonstrates awareness of work place environments and requirements. <p>Intern self-assessment: I haven't missed any internship days and have always been on time. I think I've remained fairly quiet and on-task throughout my time at RR. Love the atmosphere of quiet working and music in the background. Definitely helps me to concentrate!</p> <p>Supervisor Comments: Kayla is always punctual, dresses appropriately and behaves in a professional manner at all times. Very impressive for an intern! Kayla also appreciates and gauges the office and her surrounds, she is never disrespectful or overly chatty – she definitely understands and reads the environment around her well.</p>	**	x	
Team work <ul style="list-style-type: none"> • Willing to undertake administrative tasks as required • Provides support to other team members when necessary • Participates in team activities and other initiatives • Respects and behaves consistently with the values of the community organisation <p>Intern self-assessment:</p>			

<ul style="list-style-type: none"> • Responds to feedback appropriately • Demonstrates ability to identify gaps in skills or knowledge • Demonstrates awareness and understanding of relevant confidentiality and conflict of interest obligations <p>Intern self-assessment:</p> <p>I think I have managed my time well; I have completed every task assigned except for one I believe (social media drafting - few posts). I keep a close eye on the time when I am completing tasks and keep to the recommended time frame. I hope I've lived up to RR standards but please do let me know which areas have some room for improvement.</p> <p>Supervisor Comments:</p> <p>Kayla always completes tasks in a timely manner. She is aware of the busy environment of the office and keeps up with us so well. Any written work that she has produced has included carefully structured grammar, and it looks she puts a lot of time and effort into her tasks.</p>		**	x
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General comments (if any)

Intern:

I'm enjoying interning for RR, it's fun to work for such a friendly and social team! The tasks so far have been very social media focused, which has been a good learning experience in developing my skills in that area. I have now started content writing for SM in my position and I believe my experience here has helped!

I am really interested in exploring other areas of PR in an agency setting, specifically areas of campaign management, crisis comms and press release writing. If at all possible, I would love to get some exposure in these areas or any others that are quite prevalent in day to day work.

Supervisor: Sia Cambaclis

Supervisor's signature: 

Date: 6 / 1 / 20