



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>	<p>**</p> <p>x</p>		
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>			

<p>Haven't yet been involved with any group projects but would love to be a part of one! I'm happy to do anything required for any of the team. The more work the better!</p> <p>Supervisor Comments: Kayla always takes on tasks without complaint and her attitude is always positive. We haven't been able to include Kayla in any group activities as we don't have too much on Mondays!</p>	<p>**</p> <p>x</p>		
<p>Willingness to learn</p> <ul style="list-style-type: none"> • Takes responsibility for own self-development • Seeks work out when not busy • Seeks out and acts upon feedback • Demonstrates ability to follow instructions and learn from colleagues • Demonstrated improvement in ability to work autonomously <p>Intern self-assessment:</p> <p>It's been good to partake in tasks that I haven't had any experience in. Social media drafting was a good one. It is a part of my current position; however, our SM had already been scheduled until the end of the year when I had started.</p> <p>I was sure to let you and Kate know that the task was my first go at social media content drafting and sought feedback afterwards. Always happy to take criticism on board and give it another go.</p> <p>Keen to take part in a few more tasks that I haven't had too much industry experience in, press release writing for example would be great.</p> <p>Supervisor Comments: I like how Kayla is always busy, even when she's waiting for a task to be briefed, she'll jump on the iPad to do f/u's. I'm looking forward to going through her content with her as I've been super impressed with her work up until this point. Kayla is great at taking direction and always writes down notes when being briefed, this shows that she's attentive and keen to learn.</p>	<p>**</p> <p>x</p>		
<p>Professional skills</p> <ul style="list-style-type: none"> • Manages time and works efficiently • Pays attention to accuracy and detail, including written communication skills • Communicates appropriately with supervisor 			

<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