



REPUBLIC OF POLAND
MINISTRY OF FOREIGN AFFAIRS / DIPLOMATIC POST¹

**INTERN/VOLUNTEER
EVALUATION SHEET¹**

.....
(name and surname of intern /volunteer¹)

.....
(intern /volunteer supervisor¹ – name, surname, post)

.....
(MFA organizational unit/diplomatic post organizational unit¹)

.....
(term of internship /volunteer work¹)

I. INTERNSHIP/VOLUNTEER WORK EVALUATION¹

1. Scope of tasks

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2. Evaluation of performed tasks

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3. Involvement in performed tasks

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4. Achievements and/or predispositions

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6. Proficiency in writing

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II. SKILLS ASSESSMENT

¹ delete as appropriate

1. Sense of responsibility

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2. Analytical/deductive skills

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3. Attitude towards superiors and collaborators

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4. Communication skills

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5. Potential difficulties in performing tasks

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III. COMMENTS/RECOMMENDATIONS

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OVERALL EVALUATION²:

Intern /volunteer supervisor¹

Director of MFA organizational unit/ Head of
diplomatic post organizational unit¹

² **Excellent** – The intern/volunteer¹ performed all tasks arising from the internship/volunteer work¹ plan in a way which exceeded expectations. He/she often took the initiative and performed additional tasks in an exemplary manner.

Very good – The intern/volunteer¹ performed all tasks arising from the internship/volunteer work¹ plan in a way which often exceeded expectations. When necessary, he/she performed additional tasks in an appropriate manner.

Good – The intern/volunteer¹ performed all tasks arising from the internship/volunteer work¹ plan according to expectations.

Satisfactory – The intern/volunteer¹ performed most tasks arising from the internship/volunteer work¹ plan according to expectations.

Unsatisfactory – The intern/volunteer¹ performed most tasks arising from the internship/volunteer work¹ plan contrary to expectations.