

Psychology Intern Quarterly Evaluation FAQ

What is the purpose of the evaluation?

- provides a mechanism for feedback about intern performances,
- verifies that the intern is functioning at an acceptable level, and
- creates and records the professional development of the intern throughout the training program.

The evaluation is a snapshot of the intern's progression within that quarter and is not aggregate. It allows preventative measures to be put in place sooner rather than later should the intern need course correction. The evaluations are sent to the intern's school for progress tracking purposes. The evaluation also lets NPTC know that sites are providing appropriate training for the intern in the profession-wide competencies.

Can I just give this to the intern to fill out on their own?

No. This evaluation is the responsibility of the Principal supervisor and is an opportunity to assess the intern's progress for the quarter and prepare for the quarter ahead.

What is the process for completing the evaluation?

- *Data collection*
 - The evaluation should be created through a combination of direct observation as well as feedback collected from other supervisors and individuals who interact with the intern on a regular basis.
 - Please collect any input and/or information from other supervisors (i.e., assessment supervisor, group supervisor) **PRIOR** to beginning the evaluation and add that information as you complete the evaluation.
- *Survey Completion*
 - You will receive an email from Operations Support that contains the due date, the evaluation link, and any applicable information to complete the evaluation successfully. You will also receive a copy of the intern's previous evaluation.
 - Once you start each survey response, you will have the option to save and continue. You **must** hit the "**Save & Continue**" button **every time** you leave the survey, or you will lose any additions you have made since the last time you hit that button.
- *Survey Review*
 - Once the survey draft has been completed, you will need to go over the contents of the completed evaluation with the intern.
 - This review must be completed with the intern's signature prior to the evaluation deadline.
- *Survey Submission*
 - **DO NOT HIT THE SUBMIT BUTTON UNTIL THE EVALUATION HAS BEEN SIGNED AND IT IS READY TO SUBMIT.**
 - When submitting the survey, please make sure to wait for the submission page confirmation before closing.

Are there any guidelines when evaluating interns?

- Interns are evaluated based on a professional entry-level psychologist already in practice, regardless of the intern's current level of training or experience. It is expected that interns will receive lower scores at the beginning of the year to show progression toward competency (scores of 4) on each element by the final evaluation.
- If intern is licensed or has been licensed at master's level practitioner it is ok to give higher scores but you **must** have justifications written in the comment section.
- You may carry over a score from the previous quarter (as long as it is still applicable) for anything not observed during the current quarter.
- A Performance Improvement Plan may be needed if an intern is not achieving the appropriate average score for each competency or if the intern is given a rating below the appropriate levels of achievement. See table below.

Levels of Achievement

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<i>Average score for each competency</i>	There is no minimum level of achievement required. These scores are used as a baseline measurement.	Average score of 2.5 (Aware/Developing) across each competency.	Average score of 3 (Satisfactory Strength) across each competency.	Receive scores of 4 (Competent) or 5 (Special Strength) on all items.
<i>Unsatisfactory ratings</i>	N/A	Ratings of 1 (Unfamiliar) on any item.	Ratings of 1 (Unfamiliar) or 2 (Aware/Developing) on any item.	Ratings of 1 (Unfamiliar), 2 (Aware/Developing), or 3 (Satisfactory Strength) on any item.