

EMPLOYER EVALUATION OF STUDENT INTERN

Please respond to the following questions regarding the student's internship experience.

The purpose of this form is to provide opportunity for an honest appraisal of the student, the experience, and his or her contributions to the organization.

Organization: _____

Supervisor: _____

Student: _____

Please rate the following aspects of your internship placement based on this scale:

4 – Excellent (Always demonstrates this ability/consistently exceeds expectations)

3 – Good (Usually demonstrates this ability/sometimes exceeds expectations)

2 – Average (Sometimes demonstrates this ability/meets expectation)

1 – Poor (Seldom/Never demonstrates this ability/does not meet expectations)

N/A - Not Applicable (Unable to observe particular characteristic)

A. Ability to Learn

_____ Asks pertinent and purposeful questions.

_____ Seeks out and utilizes appropriate resources.

_____ Accepts responsibility for mistakes and learns from experiences.

B. Reading/Writing/Computation Skills

_____ Reads/comprehends/follows written materials.

_____ Communicates ideas and concepts clearly in writing.

_____ Works with mathematical procedures appropriate to the job.

C. Listening & Oral Communication Skills

_____ Listens to others in an active and attentive manner.

_____ Effectively participates in meetings or group settings.

_____ Demonstrates effective verbal communication skills.

D. Creative Thinking & Problem Solving Skills

_____ Breaks down complex tasks/problems into manageable pieces.

_____ Brainstorms/develops options and ideas.

_____ Demonstrates an analytical capacity.

E. Professional & Career Development Skills

_____ Exhibits self-motivated approach to work.

_____ Demonstrates ability to set appropriate priorities/goals.

_____ Exhibits professional behavior and attitude.

F. Interpersonal & Teamwork Skills

_____ Manages and resolves conflict in an effective manner.

_____ Supports and contributes to a team atmosphere.

_____ Demonstrates assertive but appropriate behavior.

G. Organizational Effectiveness Skills

- ___ Seeks to understand and support the organization's mission/goals.
- ___ Fits in with the norms and expectations of the organization.
- ___ Works within appropriate authority and decision-making channels.

H. Basic Work Habits

- ___ Reports to work as scheduled and on-time.
- ___ Exhibits a positive and constructive attitude.
- ___ Dress and appearance are appropriate for this organization.

I. Character Attributes

- ___ Brings a sense of values and integrity to the job.
- ___ Behaves in an ethical manner.
- ___ Respects the diversity (religious/cultural/ethnic) of co-workers.

K. Comments

L. Overall Performance (If I were to rate the intern at the present time - please circle one)

Excellent (A) Good (B) Average (C) Poor (D)

This assessment was reviewed with the intern on (Date): _____

Student Signature: _____

Evaluator's Signature: _____

Title/Position: _____ Phone: _____

Please return this form in person, by FAX, or through mail to:

Ms. Erica Kalinowski
Coordinator of Student Services
School of Business
The College of New Jersey
P.O. Box 7718
Ewing, NJ 08628-0718
FAX 609/637-5129