

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 work 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 expectations)

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 this 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 the mail to:

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