**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 expectations)

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

N/A – Not Applicable (Unable to observe particular characteristics)

**A. Assessment of Learning**

\_\_\_\_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 analytic capacity.

**E. Professional & Career Development Skills**

\_\_\_\_Exhibits self-motivation 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 organizations.

\_\_\_\_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 interns 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 email to:**

(to be determined)