

EMPLOYER EVALUATION OF STUDENT INTERN

Student Name: _____ Supervisor: _____

Organization: _____

1. Unsatisfactory (Never demonstrates this ability/does not meet expectations)
2. Uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
3. Fair (Sometimes demonstrates this ability/meets expectations)
4. Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
5. Exceptional (Always demonstrates this ability/consistently exceeds expectations)

A. Ability to Learn

- | | | | | | |
|---|---|---|---|---|---|
| a. Asks pertinent and purposeful questions | 1 | 2 | 3 | 4 | 5 |
| b. Seeks out and utilizes resources | 1 | 2 | 3 | 4 | 5 |
| c. Accepts responsibility for errors and learns from them | 1 | 2 | 3 | 4 | 5 |

B. Reading/Writing/Computation Skills

- | | | | | | |
|--|---|---|---|---|---|
| a. Reads/comprehends/follows written materials | 1 | 2 | 3 | 4 | 5 |
| b. Communicates ideas clearly in writing | 1 | 2 | 3 | 4 | 5 |
| c. Works with mathematical calculations within the job | 1 | 2 | 3 | 4 | 5 |

C. Oral Communication Skills

- | | | | | | |
|---|---|---|---|---|---|
| a. Listens and is attentive to others | 1 | 2 | 3 | 4 | 5 |
| b. Participates in meetings or group projects | 1 | 2 | 3 | 4 | 5 |
| c. Demonstrates effective verbal communication skills | 1 | 2 | 3 | 4 | 5 |

D. Creativity and Problem Solving Skills

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|---------------------------------------|---|---|---|---|---|
| a. Breaks down complex tasks | 1 | 2 | 3 | 4 | 5 |
| b. Develops ideas and answers | 1 | 2 | 3 | 4 | 5 |
| c. Demonstrates an ability to analyze | 1 | 2 | 3 | 4 | 5 |

E. Professional Skills

- | | | | | | |
|-----------------------------------|---|---|---|---|---|
| a. Is self-directed and motivated | 1 | 2 | 3 | 4 | 5 |
| b. Sets goals and priorities | 1 | 2 | 3 | 4 | 5 |
| c. Exhibits a professional manner | 1 | 2 | 3 | 4 | 5 |

F. Teamwork Skills

- | | | | | | |
|--|---|---|---|---|---|
| a. Resolves conflicts in an appropriate manner | 1 | 2 | 3 | 4 | 5 |
| b. Contributes to a team project | 1 | 2 | 3 | 4 | 5 |
| c. Is assertive but cooperative | 1 | 2 | 3 | 4 | 5 |

G. Organizational Skills & Basic Work Habits

- | | | | | | |
|---|---|---|---|---|---|
| a. Reports to work as scheduled and on time | 1 | 2 | 3 | 4 | 5 |
| b. Workspace is organized and clean | 1 | 2 | 3 | 4 | 5 |
| c. Has a positive attitude | 1 | 2 | 3 | 4 | 5 |
| d. Dress and Appearance is appropriate | 1 | 2 | 3 | 4 | 5 |

H. Comments

Evaluator's Signature _____ Date: _____

Title/Position: _____ Phone: _____