Internship Employer Evaluation of Student Progress

Student Name: ____________________________ Job Title: ________________

Employing Organization: _____________________________ Site Supervisor: ________________

Based on job description and learning agreement, please rate the student’s performance by selecting one of the following ratings.

(1 = very ineffective, 2 = not effective, 3 = neutral, 4 = effective, 5 = very effective)

__ Quality of Overall Work (Performs quality level work, is accurate and careful in work, maintains good time management, completes assignments thoroughly and employs efficient work habits)

__ Dependability (Is able to work independently, completes works hours, as scheduled, meets deadlines, arranges changes to work schedule in advance)

__ Work Attitude (Maintains good motivation, is effective under pressure, is enthusiastic about work and seeks to improve performance)

__ Interpersonal Relations with Others (Cooperates with supervisor and coworkers, uses tact/diplomacy, accepts suggestions, exhibits confidence, and is constructively assertive)

__ Professional Appearance (Dress and grooming is appropriate for job)

__ Communication Skills (Effectively communicates both orally and in writing.)

__ Application of Academic Knowledge

__ Critical Thinking Skills (Demonstrates good judgment and insight)

__ Ethical Reasoning (Is sensitive to ethical implications of work involved.)

__ Teamwork Skills (Able to work and plan with others)

__ Job Fit [Adapted well to the position and demonstrated growth, as well as, understanding of work assignment(s)]
Have the terms of the Learning Agreement been fulfilled? If not, why? _______________________

____________________________________________________________________________________

____________________________________________________________________________________

What contributions did the student intern make to your organization? _______________________

____________________________________________________________________________________

____________________________________________________________________________________

Please list comments about student’s strengths and/or weaknesses, as observed on the job:

____________________________________________________________________________________

____________________________________________________________________________________

Please list specific skills student has mastered on the job: _________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Would you recommend this student for future employment with this or another firm? __ Yes __ No

Why, or why not? ___________________________________________________________________

Have you discussed this report with the student? __ Yes __ No

Site Supervisor Signature: ___________________________ Date: __________