

# Tusculum University 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: \_\_\_\_\_

***Please mail this completed form to: Robin E. Lay, TU Director of Career Services, P.O. Box 5082, Greeneville, TN 37616 or email: [rlay@tusculum.edu](mailto:rlay@tusculum.edu)***

*Revised Date: 8/22/2018*