

EMPLOYER EVALUATION OF STUDENT INTERN

Student: _____ **Organization:** _____

Please rate the following aspects of your internship experience on the basis of this scale:

- | | | |
|-------------------|--|--|
| 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

- | | |
|--|-----------|
| 1. Asks pertinent and purposeful questions | 1 2 3 4 5 |
| 2. Seeks out and utilizes appropriate resources | 1 2 3 4 5 |
| 3. Accepts responsibility for mistakes and learns from experiences | 1 2 3 4 5 |

B. Reading/Writing/Computation Skills

- | | |
|--|-----------|
| 1. Reads/comprehends/follows written materials | 1 2 3 4 5 |
| 2. Communicates ideas and concepts clearly in writing | 1 2 3 4 5 |
| 3. Works with mathematical procedures appropriate to the job | 1 2 3 4 5 |

C. Listening & Oral Communication Skills

- | | |
|---|-----------|
| 1. Listens to others in an active and attentive manner | 1 2 3 4 5 |
| 2. Effectively participates in meetings or group settings | 1 2 3 4 5 |
| 3. Demonstrates effective verbal communication skills | 1 2 3 4 5 |

D. Creative Thinking & Problem Solving Skills

- | | |
|--|-----------|
| 1. Breaks down complex tasks/problems into manageable pieces | 1 2 3 4 5 |
| 2. Brainstorms/develops options and ideas | 1 2 3 4 5 |
| 3. Demonstrates an analytical capacity | 1 2 3 4 5 |

E. Professional & Career Development Skills

- | | |
|---|-----------|
| 1. Exhibits self-motivated approach to work | 1 2 3 4 5 |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 2 3 4 5 |
| 3. Exhibits professional behavior and attitude | 1 2 3 4 5 |

F. Interpersonal & Teamwork Skills

- | | |
|---|-----------|
| 1. Manages and resolves conflict in an effective manner | 1 2 3 4 5 |
| 2. Supports and contributes to a team atmosphere | 1 2 3 4 5 |
| 3. Demonstrates assertive but appropriate behavior | 1 2 3 4 5 |

G. Organizational Effectiveness Skills

- | | |
|---|-----------|
| 1. Seeks to understand and support the organization's mission/goals | 1 2 3 4 5 |
| 2. Fits in with the norms and expectations of the organization | 1 2 3 4 5 |
| 3. Works within appropriate authority and decision-making channels | 1 2 3 4 5 |

H. Basic Work Habits

- | | |
|---|-----------|
| 1. Reports to work as scheduled and on-time | 1 2 3 4 5 |
| 2. Exhibits a positive and constructive attitude | 1 2 3 4 5 |
| 3. Dress and appearance are appropriate for this organization | 1 2 3 4 5 |

I. Character Attributes

- | | |
|---|-----------|
| 1. Brings a sense of values and integrity to the job | 1 2 3 4 5 |
| 2. Behaves in an ethical manner | 1 2 3 4 5 |
| 3. Respects the diversity (religious/cultural/ethnic) of co-workers | 1 2 3 4 5 |

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

- | | |
|----|-----------|
| 1. | 1 2 3 4 5 |
| 2. | 1 2 3 4 5 |
| 3. | 1 2 3 4 5 |

K. Comments:

K. Overall Performance on the Following Scales (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding

0 1 2 3 4 5 6 7 8 9 10

(F D D+ C- C C+ B- B B+ A- A)

This assessment was reviewed with the intern on (Month/Day/Year) _____.

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____

