

STUDENT INTERN EVALUATION FORM

(To be completed by supervisor.)

Student / Intern Name: _____

Organization/Company Name: _____

Internship Period: _____

The evaluating supervisor is to complete this portion of the evaluation. Please be candid and comment on any evaluation marked marginal or unsatisfactory.

<u>Characteristics</u>	<u>Excellent</u>	<u>Very Good</u>	<u>Average</u>	<u>Marginal</u>	<u>Unsatisfactory</u>
1. Desire and willingness to assume new assignments	_____	_____	_____	_____	_____
2. Potential for further development	_____	_____	_____	_____	_____
2. Concern for needs of fellow employees	_____	_____	_____	_____	_____
4. Willingness to work through an assignment to completion	_____	_____	_____	_____	_____
5. Ability to communicate	_____	_____	_____	_____	_____
6. Ability to learn	_____	_____	_____	_____	_____
7. Quality of work	_____	_____	_____	_____	_____
8. Dependability	_____	_____	_____	_____	_____
9. Attitude towards work	_____	_____	_____	_____	_____
10. Attendance	_____	_____	_____	_____	_____
11. Punctuality	_____	_____	_____	_____	_____
12. Judgment	_____	_____	_____	_____	_____
13. Imaginativeness and resourcefulness	_____	_____	_____	_____	_____
14. Cooperation with others	_____	_____	_____	_____	_____
15. The intern completed no less than 200 contact hours during the internship period: Yes _____ No _____					

Brief Description of Assignment(s):

Narrative Appraisal of Performance:

It is my understanding that this student may have access to the information in this recommendation.

Signature of Evaluator

Title and Department

Name of Company

Telephone Number

Date

Feel free to provide additional performance appraisal instruments/letters/etc. to assist us in evaluating the intern.