

## EMPLOYER EVALUATION OF STUDENT INTERN

**Student:** \_\_\_\_\_ **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) |

If any criteria are not applicable to this internship experience, please leave the response blank.

**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:**

**L. Overall Performance** (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: \_\_\_\_\_