

SUPERVISOR EVALUATION OF STUDENT INTERN

Student: _____

Organization: _____

Supervisor: _____

- 1 Unsatisfactory (Never demonstrates this ability/does not meet expectations)
 - 2 Fair (Sometimes demonstrates this ability/meets expectations)
 - 3 Commendable (Usually demonstrates this ability/sometimes exceeds expectations)
 - 4 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
- 2. Seeks out and utilizes appropriate resources 1 2 3 4
- 3. Accepts responsibility for mistakes and learns from experiences 1 2 3 4

B. Reading/Writing/Computation Skills

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

C. Listening & Oral Communication

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

D. Creative Thinking & Problem Solving Skills

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

E. Professional & Career Development Skills

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

F. Interpersonal & Teamwork Skills

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



G. Organizational Effectiveness Skills

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

H. Basic Work Habits

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

I. Character Attributes

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

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 |
| 2. | 1 | 2 | 3 | 4 |
| 3. | 1 | 2 | 3 | 4 |

K. Comments:

L. Overall Performance (if I were to rate intern at the present time)

Unsatisfactory		Poor			Average			Good		Outstanding	
0	1	2	3	4	5	6	7	8	9	10	

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

Evaluator’s Signature: _____

Date: _____.

Title/Position: _____

Telephone: _____.

STUDENT EVALUATION OF INTERNSHIP

Your Name: _____ Date: _____

Organization: _____ Semester/Year: _____

Supervisor: _____ Location: _____

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

(1) Poor (2) Fair (3) Good (4) Excellent

Site

Physical environment was safe	1	2	3	4
An orientation was provided to the organization	1	2	3	4
Adequate resources were available to accomplish projects	1	2	3	4
Co-workers were accepting and helpful	1	2	3	4

Supervisor

Supervisor provided a clear job description	1	2	3	4
Regular feedback was provided on my progress and abilities	1	2	3	4
An effort was made to make it a learning experience for me	1	2	3	4
Supervisor provided levels or responsibility consistent with my abilities	1	2	3	4
Supervisor was supportive of the agreed-upon work days and hours	1	2	3	4

Learning Experience

Work experience related to my academic discipline and/or career goal	1	2	3	4
Opportunities were provided to develop my communication skills	1	2	3	4
Opportunities were provided to develop my interpersonal skills	1	2	3	4
Opportunities were provided to develop my creativity	1	2	3	4
Opportunities were provided to develop my problem-solving abilities	1	2	3	4
This experience has helped prepare me for a career in this field	1	2	3	4

Overall Value Rating for this Internship 1 2 3 4

Feel free to explain any of your responses to the above criteria here (use other side if necessary)

Would you work for this supervisor again? ___ Yes ___ No ___ Uncertain

Would you work for this organization again? ___ Yes ___ No ___ Uncertain

Would you recommend this organization to other students? ___ Yes ___ No ___ Uncertain