

Student Name _____



5/3/2018

Intern Evaluation

Intern Evaluation (to be completed by site supervisor)

Student's Name: _____ Student ID: _____
Last First M.I.

Company Name: _____

Name of Mentor/Supervisor: _____ Job Title: _____

Phone: _____ E-mail Address: _____

Starting Date: _____ End Date: _____

Instructions: The immediate supervisor will evaluate the student objectively, comparing her/him with students of comparable academic level, personnel assigned the same or similarly classified jobs, or individual standards.

Was the student academically prepared for this assignment? _____ Yes _____ No (If no, please explain)

Briefly describe student's work assignment.

What personal traits may help or hinder the student's advancement?

Estimate the student's potential.

Would you recommend this student for future employment? _____ Yes _____ No (If no, please explain)



Intern Evaluation, continued (to be completed by site supervisor)

ATTITUDE TOWARD WORK

- ____ Outstanding in enthusiasm
- ____ Very interested and industrious
- ____ Average in diligence and interest
- ____ Somewhat indifferent
- ____ Definitely not interested

ABILITY TO LEARN

- ____ Exceptional learner
- ____ Learned work readily
- ____ Average in understanding work
- ____ Rather slow in learning
- ____ Very slow to learn

DEPENDABILITY

- ____ Completely dependable
- ____ Above average in dependability
- ____ Usually dependable
- ____ Sometimes neglectful or careless
- ____ Unreliable

INITIATIVE

- ____ Proceeds well on her/his own
- ____ Proceeds independently at times
- ____ Does all assigned work
- ____ Hesitates
- ____ Must be pushed frequently

QUALITY OF WORK

- ____ Excellent
- ____ Very good
- ____ Average
- ____ Below Average
- ____ Very poor

RELATIONS WITH OTHERS

- ____ Exceptionally well accepted
- ____ Works well with others
- ____ Gets along satisfactorily
- ____ Has difficulty working with others
- ____ Works very poorly with others

MATURITY/POISE

- ____ Quite poised and confident
- ____ Has good self-assurance
- ____ Average maturity and poise
- Seldom asserts her/himself
- ____ Timid

QUANTITY OF WORK

- ____ Unusually high output
- ____ More than average
- ____ Normal amount
- ____ Below average
- ____ Low output, slow

JUDGMENT

- ____ Exceptionally mature in judgment
- ____ Above average in decision-making
- ____ Usually makes the right decision
- ____ Often uses poor judgment
- ____ Consistently uses bad judgment

ATTENDANCE: ____ Regular ____ Irregular

PUNCTUALITY: ____ Regular ____ Irregular

OVERALL PERFORMANCE: ____ Outstanding ____ Very Good ____ Average ____ Marginal ____ Unsatisfactory

Evaluated by: _____ Date: _____

Title: _____

Student's Signature: _____ Date: _____