

STUDENT EVALUATION FORM

(To be completed by the employer/supervisor at the end of the internship)

Student Name: _____

Employer (Name of Business or Agency) _____

Supervisor: _____

Telephone: _____

Dates Included in this Evaluation: From: _____ To: _____

Number of Hours Student Has Worked : _____

PERFORMANCE RATING SCALE:

Please rate the Intern on the following performance standards using the 1-4 point Scale below:

- (0) Indicates that the Supervisor did not observe this behavior in the Intern
- (1) Indicates that the Intern is Below Standards in that Item
- (2) Indicates that the Intern Meets Standards in that Item
- (3) Indicates that the Intern Exceeds Standards in that Item

Relationships with Others

_____ Intern works well with others, is courteous and cooperative, works as a team member.

Attitude-Application to Work

_____ Intern accepts responsibility; takes initiative and makes suggestions for improvements, and volunteers to provide additional time when needed.

Judgment

_____ Intern can be trusted with confidential information; uses good judgment in making decisions.

Quality of Work

_____ Intern works steadily and consistently; is productive, completes assignments on time.

Dependability

_____ Intern is punctual, regular in attendance; follows through on tasks, and works without supervision.

Initiative

_____ Intern anticipates problems involved in the task assigned, and implements suggestions and/or solutions.

