

EMPLOYER EVALUATION OF STUDENT INTERN
Form for midterm and final evaluations

Student: _____ Organization: _____

Please circle 1 to 5 below:

- 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	2	3	4	5
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 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |

K. Comments: (please attach a statement if necessary)

L. Overall Performance/Grade (on an A B C D F scale, if I were to rate the intern at the present time):

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

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____