

Nicholls State University  
Al Danos College of Business Administration  
Evaluation Rating Form of Student Intern  
Mid-Term & Final Evaluation Form

STUDENT'S NAME: \_\_\_\_\_ DATE DUE: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_ WORKSITE: \_\_\_\_\_

**DIRECTIONS:** Please evaluate the student employee for each criterion shown below. If the criterion does not apply or if you do not have sufficient information, please check the column marked "N" for no evaluation. Check each characteristic as follows:

**A—Excellent**  
**B—Above Average**

**C—Average**  
**D—Below Average**

**E—Poor**  
**N—No Evaluation**

ITEMS TO BE EVALUATED	A	B	C	D	E	N
<b>ATTITUDE TOWARDS THE JOB:</b> Is enthusiastic about work; active and energetic; is courteous, cheerful and interested; is able to take instructions cheerfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTENDANCE/DEPENDABILITY:</b> Is trustworthy, punctual, reliable; fulfills responsibilities; has good attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPEARANCE:</b> Is neat, clean, suitably dressed, poised and maintains good posture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATION SKILLS:</b> Expresses ideas clearly and concisely both orally and in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COOPERATION:</b> Has ability to work with fellow workers, supervisors, and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>POTENTIALITY:</b> Degree of potentialities for future improvement and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUALITY OF WORK:</b> Is accurate, thorough, acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUANTITY OF WORK:</b> Has ability to do a comparatively large amount of work of above-average quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERFORMANCE ON THE JOB:</b> Has knowledge and ability for work and background to do work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL COMMENTS:** (Indicate strengths and/or weaknesses)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date