Skills that Work for Orange County

# Orange County Schools Internship Evaluation

Student Name _____

Business Name _____

Supervisor _____

Brief Description of Intern's Experiences: _____

_____

_____

This evaluation will help the school assign academic credit for this internship. Please share this evaluation with the student intern before sending it to the student's Career Development Coordinator. Thank you for participating in the internship program.

| **Personal Qualities** | **Excellent** | **Above Average** | **Average** | **Below Average** | **Not Applicable** |
|---|---|---|---|---|---|
| | | | | | |
| 1. Accepts and fulfills responsibilities | | | | | |
| 2. Exercises good judgment | | | | | |
| 3. Is friendly and courteous | | | | | |
| 4. Accepts and understands the needs, feelings, and faults of others | | | | | |
| 5. Is accepted well by other employees | | | | | |
| 6. Is dependable | | | | | |
| 7. Is willing to accept suggestions | | | | | |
| 8. Conscientious in fulfilling assignments | | | | | |
| 9. Follows directions | | | | | |
| 10. Work is neat and accurate | | | | | |
| 11. Is honest and sincere | | | | | |
| 12. Asks appropriate questions | | | | | |
| 13. Reports to the worksite on time | | | | | |
| 14. Calls if unable to attend | | | | | |
| 15. Is cooperative and industrious | | | | | |
| 16. Is creative | | | | | |
| 17. Shows initiative | | | | | |
| 18. Is flexible | | | | | |
| 19. Attendance | | | | | |

**Please evaluate overall performance (Circle one):**

Excellent Above Average Average Below Average

Comments:

_____

_____

_____

Supervisor's Signature: _____ Date: _____