KMGlobal
SCHOOL FOR GLOBAL LEADERSHIP & INNOVATION

Student: Trinity Philbert
Internship Site: Habitat for Humanity
Internship Mentor: Kelly Gerlach
Teacher/coordinator: *Mrs. Erica Bardon*
High School: *KM Global*

Internship Evaluation

	1	2	3	4	(5)
Personal Appearance	*Clothes not appropriate for job. Grooming needs attention*		*Dresses adequately for job, is usually adequately groomed*	*Dresses well, and is usually well groomed*	*Always very well dressed. Makes a fine appearance*

Comments:

	1	2	3	(4)	5
Job Knowledge	*Knowledge of the job is limited*		*Knowledge of job is adequate to answer most common questions*	*Well informed on the job and related work*	*Well informed on the job and makes the most of knowledge and experience*

Comments:

	1	2	3	(4)	5
Quality of Work	*Careless and makes frequent and repetitive errors*		*Work usually passable and requires some follow-up!*	*Usually does a good job and requires little follow-up*	*Consistently excellent performance. Errors are rare.*

Comments:

	1	2	3	(4)	5
Quantity of Work	*Output is frequently below the required amount*		*Turns out required amount of work but seldom more*	*Usually does more than is expected*	*Output is usually high. An exceptionally fast worker*

Comments:

	1	2	3	4	(5)
Attitude Toward Co-Workers	*Has difficulty working with others*		*Teamwork is adequate for good performance. Does own share of work*	*Works well with others. Meets others half way.*	*Extremely effective in working with others. Goes out of the way to help others*

Comments:

	1	2	3	(4)	5
Human Relations	*Little interest in maintaining good relationships. Irritates other employees/ customers*		*Occasionally irritates other employees/ customers. Uses little tact and diplomacy*	*Courteous and helpful to other employees/ customers. Uses tact and diplomacy*	*Unusually good relatioship development. Builds strong relationships with other employees/ customers.*

Comments:

	1	2	3	4	5
Ability to take Criticism	Resents Criticism. Seems to have a chip on his/her shoulder		Resents criticism, but does the job. Occasionally flares up.	Accepts criticism and is fairly even tempered.	Accepts and uses criticism in personal development and is even-tempered.

Comments:

	1	2	3	4	5
Self Confidence and Maturity	Needs to build confidence in themselves and their abilities		Student behavior is acceptable, however there is room for growth and improvement	Student demonstrated a confident and mature attitude toward work	Students behavior and abilities are that of a very confident and mature nature.

Comments:

	1	2	3	4	5
Dependability	Is unreliable and will not accept the responsibility required by the job		Accepts responsibilities abut not entirely dependable.	Accepts responsibility on the job, normally can be depended upon	Accepts responsibility and is completely dependable on the job.

Comments:

	1	2	3	4	5
Communication Skills	Poor or awkward grammar affects job performance.		Occasional difficulty in communicating with others	Usually effectively communicates with others	Communicates clearly and pleasantly. Conveying spirit and enthusiasm

Comments:

	1	2	3	4	5
Motivation and Initiative	Wastes time. Unable to identify work that needs to be done		Does only the obvious work	Works steadily. Does a good days work.	Does more than required. Has high degree of enthusiasm and interest

Comments:

Additional comments Trinity was wonderful to work with. We would enjoy having her back again for a longer time period where she could be properly trained & experience more marketing projects.