

EMPLOYER EVALUATION OF EXPERIENCE

Instructor Contact Information: (this section completed by student intern)			
Instructor:		Email Address:	
Work Phone:			

Due Date: Friday, December 8, 2017

Before giving the form to the Internship Employer, the student intern will complete the "Instructor Contact Information" (above) specifically for their Instructor/Internship Coordinator and forward the document to their employer for completion. The contact information can be found on the course syllabus.

INTERNSHIP EMPLOYER

Please send the completed form to the Internship Coordinator listed above, by using one of the following options:

1. Complete electronically and email the form to the address provided.
2. Complete by hand, scan, save as PDF file, and email the form.

PURPOSE OF EVALUATION

The purpose of this evaluation is to make students aware of their areas of strength and improvement in regard to their performance during the internship. This evaluation will also enable the Internship Coordinator to assess the student for academic credit. Based on the internship expectations established at the beginning of the internship, determine the intern's performance on each of the following tasks or performance attributes as either below expectations, met expectations or exceeded expectations. Place an "X" in the appropriate column. Space is also provided to allow employers the opportunity to share additional comments.

Student Intern Information

Name: _____

Employer (Internship Supervisor) Information	
Name (Print):	Date of Evaluation Form Completion:
Position and Organization:	Phone Number:
Signature:	

PART I: Traits

Traits	Poor	Average	Good	Superior
Appropriate Professional Attire and Appearance				
Attendance				
Punctuality				
Cooperation				
Sincerity and Dependability				
Interest and Attitude				
Courtesy and Tact				
Self-Confidence				
Enthusiasm for the Job				
Judgment				
Initiative				
Self-Discipline				
Accountability				

Additional Comments Regarding Traits:

PART II: Work Habits and Abilities

Work Habits and Abilities	N/A	Poor	Average	Good	Superior
Following Directions					
Works with Minimum Supervision					
Welcomes Feedback					
General Knowledge of Work Procedures and Policies					
Quantity of Work Completed					
Speed of Work Completion					
Completion of Work					
Accuracy of Work					
Neatness of Work					
Consistency of Work					
Attention to Detail					
Technology Skills					
Dealing with Customers					
On-Time Completion of Work (Deadlines)					
Problem-Solving					
Adaptable to Change					
Organization					
Planning Insight					
Moving Ideas Forward					

Additional Comments Regarding Work Habits and Abilities:

PART III: Communication Skills

Communication Skills	N/A	Poor	Average	Good	Superior
Written					
Presentation					
Interpersonal					
Getting Along with Other Employees					
Reacts to Feedback Professionally					
Communicating Needs, Concerns, Issues to Internship Supervisor					
Communicating Ideas and Perspective					

Additional Comments Regarding Communication Skills:

PART IV: Strengths, Areas for Improvement, and Additional Comments

1. What were the student intern's strengths during the internship?
2. What work habits or abilities of the student intern need improvement?

