

Internship Employer/Supervisor Mid-Term Evaluation

1. Introduction

Thank you for taking the time to complete this evaluation. It will provide valuable feedback to ensure that student intern meets the objectives of this experience. *(Information will be shared with the Faculty Internship Advisor and he/she will be responsible for communicating information deemed necessary with the student intern.)*

PLEASE COMPLETE THIS SURVEY WITHIN 3 DAYS OF HAVING RECEIVED THIS MESSAGE.

2. Your Name

3. Your Student/Intern's Name

4. Your Company/Organization Affiliation

5. Rate your intern's experiences so far on the following dimensions:

- 1 Unsatisfactory (never demonstrates this ability/does not meet expectations)
- 2 Poor(seldom demonstrates this ability/rarely meets expectations)
- 3 Average (sometimes demonstrates this ability/meets expectations)
- 4 Good (usually demonstrates this ability/sometimes exceeds expectations)
- 5 Outstanding (always demonstrates this ability/consistently exceeds expectations)

If any criteria are not applicable to this internship, please leave the response blank.

A. Ability to Learn

1. Asks pertinent and purposeful questions
2. Seeks out and utilizes appropriate resources
3. Accepts responsibility for mistakes and learns from experiences

B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials
2. Communicates ideas and concepts clearly in writing
3. Works with mathematical procedures appropriate to the job

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner
2. Effectively participates in meetings or group settings
3. Demonstrates effective verbal communication skills

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces

2. Brainstorms/develops options and ideas
3. Demonstrates an analytical capacity

E. Professional & Career Development Skills

1. Exhibits self-motivated approach to work
2. Demonstrates ability to set appropriate priorities/goals
3. Exhibits professional behavior and attitude

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner
2. Supports and contributes to a team atmosphere
3. Demonstrates assertive but appropriate behavior

G. Organizational Effectiveness Skills

1. Seeks to understand and support the organization's mission/goals
2. Fits in with the expectations and culture of the organization
3. Works with appropriate authority and decision-making channels

H. Basic Work Habits

1. Reports to work as scheduled and on-time
2. Exhibits a positive and constructive attitude
3. Dress and appearance are appropriate for this organization

I. Character Attributes

1. Brings a sense of values and integrity to the job
2. Behaves in an ethical manner
3. Respects the diversity of co-workers (religious/cultural/ethnic)

J. Are there any skills or competencies that you believe are important to the profession or career-field that have not been previously mentioned in this evaluation? If so, please list these skills below and assess the intern accordingly.

- 1.
- 2.
- 3.

K. Comments:

L. Overall performance (if I were to rate the intern at the present time)

Unsatisfactory Poor Average Good Outstanding