



EMPLOYER EVALUATION OF STUDENT INTERN

Student: _____ Organization: _____

- | | | |
|---|-----------------|--|
| 1 | Unsatisfactory | (Never demonstrates this ability/does not meet expectations) |
| 2 | Uncomplimentary | (Seldom demonstrates this ability/rarely meets expectations) |
| 3 | Fair | (Sometimes demonstrates this ability/meets expectations) |
| 4 | Commendable | (Usually demonstrates this ability/sometimes exceeds expectations) |
| 5 | Exceptional | (Always demonstrates this ability/consistently exceeds expectations) |

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

	1	2	3	4	5
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 norms and expectations of the organization					
3. Works within 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					



1 2 3 4 5

I. Character Attributes

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

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed 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	
0	1	2	3	4	5	6	7	8	9	10
F	D	D+	C-	C	C+	B-	B	B+	A-	A

This assessment was reviewed with the intern on (Month/Day/Year) _____.

Evaluator's Signature: _____ Date: _____

Title/Position: _____ Telephone: _____