

## Internship Employer/Supervisor Mid-Term Evaluation

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### 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***