**INTERNSHIP**

**Employee Evaluation Form**

Intern Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This evaluation form should be completed at the end of week 6 and again at the completion of the internship.***

Please rate the student based on their skills in the following areas: communication, cultural awareness, social & civic responsibility, critical thinking, and technology utilization. Based on your ranking of the student using the scale below, assign a percentage score for each category.

Rating Scale:

E = Excellent (Rate between 93% and 100%)

G = Above Standard - Good (Rate between 85% and 92%)

A = Meets Standard - Average (Rate between 76% and 84%)

NI = Need Improvement (Rate below 75%)

NA = Not Applicable

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skill** | **E** | **G** | **A** | **NI** | **NA** | **Comments** |
| **Communication: % Rating\_\_\_\_\_\_**   * Follows written or oral instruction * Cooperates with supervisors and accepts suggestions and criticisms * Communicates effectively with co-workers * Communicates effectively with the public |  |  |  |  |  |  |
| **Cultural Awareness: % Rating\_\_\_\_\_\_**   * Works well with individuals who   possess different beliefs, customs, and attitudes |  |  |  |  |  |  |
| **Social & Civic Responsibility: % Rating\_\_\_\_\_\_**   * Personal Appearance * Manners * Attitude * Tactfulness * Enthusiasm * Honesty * Telephone Skills * Reliability, Attendance, Punctuality * Thoroughness of work * Neatness of work * Time management skills (does not waste time) * Abides by any existing legal and ethical constraints * Obeys privacy & security rules |  |  |  |  |  |  |
| **Critical Thinking: % Rating\_\_\_\_\_\_\_**   * Proceeds in the absence of specific instructions * Solves problems when appropriate |  |  |  |  |  |  |
| **Technology Utilization: % Rating\_\_\_\_\_\_**   * Demonstrates the ability to use computers to perform various office functions |  |  |  |  |  |  |

What do you consider the intern’s most significant strengths?

How could the intern improve?

Additional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERN SUPERVISOR’S SIGNATURE Date