**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