**STUDENT INTERN EVALUATION FORM**

(To be completed by supervisor.)

# Student / Intern Name:

**Organization/Company Name:**

**Internship Period:**

The evaluating supervisor is to complete this portion of the evaluation. Please be candid and comment on any evaluation marked marginal or unsatisfactory.

**Characteristics Excellent Very Good Average Marginal Unsatisfactory**

|  |  |  |
| --- | --- | --- |
| 1. | Desire and willingness to |  |
|  | assume new assignments |   |   |   |   |   |
| 2. | Potential for further |  |  |  |  |  |
|  | development |   |   |   |   |   |
| 2. | Concern for needs of fellow employees |   |   |   |   |   |
| 4. | Willingness to work through an assignment to completion |   |   |   |   |   |
| 5. | Ability to communicate |   |   |   |   |   |
| 6. | Ability to learn |   |   |   |   |   |
| 7. | Quality of work |   |   |   |   |   |
| 8. | Dependability | \_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 9. | Attitude towards work | \_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 10. | Attendance | \_\_\_\_\_\_\_\_\_ | \_\_  |   |   |   |
| 11. | Punctuality | \_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 12. | Judgment | \_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 13. | Imaginativeness and |  |  |  |  |  |
|  | resourcefulness | \_\_\_\_\_\_\_\_\_ |   |   |   |   |
| 14. | Cooperation with others | \_\_\_\_\_\_\_\_\_ |   |   |   |   |

15. The intern completed no less than 200 contact hours during the internship period: Yes No

## Brief Description of Assignment(s):

**Narrative Appraisal of Performance:**

It is my understanding that this student may have access to the information in this recommendation.

Signature of Evaluator

Title and Department

Name of Company

Telephone Number

Date

Feel free to provide additional performance appraisal instruments/letters/etc. to assist us in evaluating the intern.