

Internship Assessment by Employer Supervisor

Student Name _____ Academic Term _____ Year _____

Internship Work Title/Description: _____

Part I. To be completed at the end of the student's internship. Please provide your candid evaluation of the student's learning and performance in each of the following areas. We encourage you to share it with the student.

Please use the following scale: 1=Did not meet expectation 2=Below average in meeting expectation 3= Meets expectation 4=Above average in meeting expectation 5=Exceptional in meeting expectation N/A =Not Applicable or cannot assess

Application/Integration & Building of Knowledge

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Sets and communicates learning goals. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Demonstrates competence in and applies knowledge of academic discipline. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Seeks out new learning. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Contributes ideas, information and resources. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Learns new concepts, ideas, methods easily. | 1 | 2 | 3 | 4 | 5 | N/A |

Communication Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Demonstrates level of oral communication skills necessary for the job. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Writes clearly and effectively for the job. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Speaks up appropriately and communicates information in groups and one-to-one. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Listens to others and asks for clarification. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Makes effective formal presentations. | 1 | 2 | 3 | 4 | 5 | N/A |

Problem Solving/Decision Making Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Recognizes problems and seeks solutions. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks to understand the "big picture". | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Adopts new strategies readily when current approach is not effective. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Evaluates own ideas, seeks out evidence and viewpoints of others. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Resolves problems in adequate time period. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Ability to be thoughtful, shows good judgments and makes reasonable decisions. | 1 | 2 | 3 | 4 | 5 | N/A |

Initiative & Self Management Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Produces consistent high-quality work. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Is self-motivated and can work independently with little direct supervision. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Completes work despite obstacles/problems. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Establishes priorities and follows through. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Demonstrates efficient use of time. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. When given feedback, takes action to improve/change. | 1 | 2 | 3 | 4 | 5 | N/A |

Technical Skills

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Has the technical skills required for position. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Shows willing to learn new technology. | 1 | 2 | 3 | 4 | 5 | N/A |

Leadership & Character

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Brings a sense of values and integrity to the work place. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks to be of service to others. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Acts decisively on critical issues. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Takes appropriate leadership roles and shows leadership ability. | 1 | 2 | 3 | 4 | 5 | N/A |

Interpersonal & Teamwork Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Contributes positively to work team. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Is willing to put in extra time and effort. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Effectively relates to and cooperates with co-workers. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Works effectively with supervisor. | 1 | 2 | 3 | 4 | 5 | N/A |

Sensitivity to Diversity

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Demonstrates openness to working with people of different genders, cultural, religious, ethnic backgrounds, ages, & abilities. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Seeks out opportunities to work with people with different backgrounds and ideas. | 1 | 2 | 3 | 4 | 5 | N/A |

Professionalism

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Practices professional appearance and conduct. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Demonstrates professional confidence. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Demonstrates professional demeanor with clients or customers. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Shows trustworthiness and confidentiality. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Demonstrates/practices ethical behavior. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Regularly on time and maintains agreed hours. | 1 | 2 | 3 | 4 | 5 | N/A |

Please include any comments related to above ratings:

Part II. JOB PERFORMANCE: Please list 4 to 5 primary tasks performed by the student in fulfilling his/her job responsibilities.
Rate performance of each using the scale below.

<i>limited ability</i>	<i>some ability</i>	<i>adequate/average ability</i>	<i>high ability</i>	<i>very high ability</i>
<i>performance did not meet expectation</i>	<i>performance improvement needed</i>	<i>performance meet expectation</i>	<i>performance exceeded expectation</i>	<i>best possible performance</i>
1	2	3	4	5

TASK	RATING	COMMENTS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Part III. As an experienced professional, we value your insights into the following personal, professional and career development of the student.
What development have you observed in the student’s skills, knowledge, personal and/or professional performance?

What would you recommend for this student to do following this experience to make him/her better prepared for this profession and the workplace (i.e., courses, activities, skills)? Please be as specific as possible.

Please indicate areas or topics that would make the student more academically prepared for this work experience.

Please indicate the number of interns you supervise on an annual basis?

☐ 1-2 ☐ 3-4 ☐ 5-6 ☐ 7-10 ☐ 10 or more

Given your expectations, overall how would you rate this student’s abilities/performance at the beginning of the internship?

☐ excellent ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

Given your expectations, overall how would you rate this student’s abilities/ performance at the end of the internship?

☐ excellent ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

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Supervisor’s Signature _____	Company Name _____
Supervisor’s Printed Name _____	Address _____
Supervisor’s Title _____	_____
Telephone _____	_____
E-mail _____	Date _____

