

### Employer Evaluation - Internship

Supervisor Name : \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Intern Name: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

#### Intern Performance:

Please complete the following evaluation by checking one of the following.

Interest in Work:

- High interest in internship. Very enthusiastic.
- More than average amount of interest and enthusiasm for internship.
- Satisfactory amount of interest and enthusiasm for internship.
- Interest spasmodic. Occasionally enthusiastic.
- Little interest or enthusiasm for the internship.

Initiative:

- Self-starter. Looks for work to do. Asks for new assignments.
- Acts voluntarily in most matters.
- Acts voluntarily in routine matters.
- Relies on others. Must be told frequently what to do.
- Usually waits to be told what to do next.

Ability to Learn:

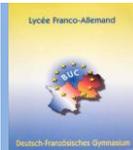
- Exceptionally quick to learn.
- Quick to learn.
- Average.
- Slow to learn.
- Very slow to learn.

Quality/quantity of Work:

- Very thorough in performing work. Very few errors if any. Highly productive.
- Usually thorough. Good work. Few errors. More productive than expected.
- Work usually passes review. Has normal amount of errors. Expected amount of productivity.
- More than average amount of errors for a trainee. Less productive than expected.
- Work usually done in careless manner. Often makes mistakes. Very low productivity.

Interpersonal Skills:

- Always works in harmony with others. Excellent team player.
- Congenial and helpful. Works well with associates.
- Most relations with others are harmonious under normal circumstances.
- Difficult to work with at times. Sometimes has difficulty with others.
- Frequently quarrelsome and causes friction.



Listening Skills:

- Excellent listening skills. Ensures there are no misunderstandings.
- Listens effectively. If misunderstandings occur, usually asks for clarification.
- Satisfactory listening skills.
- Poorer than expected. Too many misunderstandings. Does not repeat or clarify instructions.
- Unsatisfactory listening skills.

Adaptation to formal organization, rules and policies:

- Excellent, adapted to and recognized formal organization, structure, rules and policies.
- Has above average understanding of how organization operates.
- Adequate. Accepts own role within organization.
- Poor, refused to recognize formal procedures and rules.
- Even after direction from supervisor, refuses to follow rules.

Attendance:

- Regular
- Irregular

Punctuality:

- Regular
- Irregular

Areas of Strength:

---

---

Areas for improvement:

---

---

Overall performance:

- Outstanding
- Very good
- Average
- Marginal
- Unsatisfactory

Date: \_\_\_\_\_

Supervisor's signature: