

Site Supervisor's Evaluation
 Return to Student or Internship Department Coordinator

From: _____
 Supervisor, Company

Re: _____
 Student

Semester: _____

Internship Coordinator: _____

Course: _____

Performance Evaluation of Intern

	Excellent	Good	Average	Fair	Poor
<u>PERFORMANCE:</u>					
Is thorough and accurate with regular improvement in work					
Manages time and energy well; meets deadlines					
Demonstrates adequate oral and written communication skills					
Uses common sense and shows good judgment					
Demonstrates specific skills necessary to the job					
<u>ATTITUDE:</u>					
Is open-minded					
Accepts and makes positive use of criticism					
Demonstrates problem solving orientation; looks upon problems as challenges					
Is enthusiastic					
Is cooperative flexible and adaptable					
Shows openness to self-evaluation					
<u>HUMAN RELATIONS:</u>					
Is a good listener, attentive, and sensitive to others' needs					
Copes well with unexpected problems					
Asserts own views and concerns effectively and tactfully					
<u>WORK HABITS & PRESENTATION OF SELF:</u>					
Is punctual and dependable					
Takes initiative					
Dresses appropriately					
Has a pleasant positive demeanor: appears confident, informed					

OVERALL PERFORMANCE: *Excellent* *Good* *Average* *Fair* *Poor*

What projects/tasks was the student able to accomplish during the internship?

What new skills/knowledge/abilities were developed?

Strengths?

Suggested areas of improvement?

 Supervisor Signature Date

 Student Signature Date

Thank you for completing this form and returning to the Internship Coordinator listed above.