



Employer Appraisal

College of Business Administration
 Department of Finance
 University Park Campus
 Miami, Florida 33199

PLEASE PRINT OR TYPE

Student Name:		Employer Name:	
Student Number:		Department:	
Address:		City/State/Zip:	
Employer Phone:		Employer Email:	
Employer Fax:		Employer Web Site: http://	

Please describe in detail the nature of the student's work for the current term:

Rate of pay:		Interned From:		To:	
Position Title:		Supervisor's Name and Title:			

I. Performance Record

The areas of performance listed in this section are generally applicable to most positions. The rater is encouraged to add specific items, cite examples, or write explanations where necessary to clarify meaning.

A. Position Performance

Assign a numerical value from 1 to 5 in the Profile column of the following chart to reflect the relative strengths and weaknesses of the student in each performance category. Please leave blank space for any category which does not correspond to the student's assignment and for which you do not have sufficient information to make an evaluation.

Numerical Value	Performance Description
1 outstanding	the best, or one of the best trainees you have ever supervised in this category
2 very satisfactory	above average but not outstanding
3 satisfactory	average ability, commensurate with the demands of the position
4 barely satisfactory	lacking in some important respects or generally below average
5 unsatisfactory	due to attitude, lack of ability or failure to use it, or any other cause

Category	Profile	Comments, Examples, Observations
Volume of Work Produced		
Quality of Work Produced		
Analytical Ability		
Sensitivity to Problems & Ability to Resolve		
Accuracy and Thoroughness		
Ability to Work Under Pressure		
Effectiveness in Oral Communication		
Effectiveness in Written Communication		
Original and Creative Thinking		

Ability to Learn		
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B. Work Habits

Check the column which best describes the student's individual work habits.

Category	Above Average	Average	Below Average	Comments & Observations
Organized				
Takes Initiative, a self-starter				
Adjusts to non-routine assignments				
Keeps constructively busy				
Adheres to company policies				
Works well with others				
Is diligent and perseverant				
Performs assigned tasks well				
Willingness to accept responsibility				

C. Problem Check List

Listed below are various categories of problem behavior, some of which may be common to even the most outstanding professional. In consideration of the student's total performance, indicate those characteristics that may have had a negative effect on the student's overall effort. This information will be helpful to the student's career counselor in an effort to assist the student with professional development. Check only those categories that are applicable.

Category	Not a Problem	Occasional Problem	Serious Problem
Limited Technical Ability			
Poor Attitude			
Lack of Experience			
Personality Conflicts			
Personal Problems			
Negative Reaction to Constructive Criticism			
Inability to transfer academic training to job			
Negative Reaction to Supervision			
Lack of Initiative			
Frequent Absences			
Frequent Lateness			
Lack of interest in the company			
Lack of interest in the job			
Adherence to company dress code			

Comments (Examples or explanations)

Attendance:

of absences

Punctuality:

of late arrivals

Overall Performance: Please check the box

Outstanding: Satisfactory Unsatisfactory

II. Professional Development

A. Personal Characteristics that will help or hinder the student's professional development. Consider such categories as business maturity, personal appearance and habits, authority acceptance, self-reliance, physical vigor, dependability, desire for self-improvement, adaptability, leadership abilities, enthusiasm, honesty, acceptance of constructive criticism, and willingness to adjust self-interest to group interests. (Other applicable characteristics may be added to the rater.)

Positive	Negative
1	1
2	2
3	3
4	4

B. Growth & Development

1. Does this student appear to be making satisfactory progress at this stage of development?

Yes No (explain)

2. What suggestions do you have for the student in order to increase his/her value to the organization and to further his/her professional development?

PLEASE PRINT and SIGN

Rated by: Name Date
Title Department

Signature

This report has been discussed with the student.

Student Signature Date