



Employer Evaluation of Student Intern

PLEASE PRINT OR TYPE

Student Name:		Employer Name:	
Student Phone:		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:			

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.

Score	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	Score	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		

B. Work Habits

Category	Score	Comments, Examples, 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		

Comments (Examples or explanations)

Attendance:
of absences

Punctuality:
of late arrivals

Overall Performance: Please check the box

Outstanding Satisfactory Unsatisfactory

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	<input type="text"/>	Date	<input type="text"/>
	Title	<input type="text"/>	Department	<input type="text"/>
Signature	<input type="text"/>			

This report has been discussed with the student.

Student Signature

Date