## APPENDIX F: SAMPLE SUPERVISOR EVALUATION OF INTERN

Student name:	_Job title:
Date hired:	Date of evaluation:
Supervisor name:	Title:

Company/organization: \_

This evaluation is designed to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please discuss this evaluation with the student.

Please use the following ratings to evaluate the student's performance and provide comments where necessary.

Below expectations	Met expectations	Exceeded expectations				
1 2	3	4				5
Rating						
I. RELATIONS WITH OTHERS Ability to communicate with staff Ability to communicate with clients Ability to work with and for others Comments:		1 1 1	2 2 2	3 3 3	4 4 4	5 5 5
<b>II. SUPERVISION</b> Ability to seek and use help Openness to constructive feedback Ability to work independently Comments:		1 1 1	2 2 2	3 3 3	4 4 4	5 5 5
<b>III. PERSONAL QUALITIES</b> Demonstrates trust and confidentiality Demonstrates initiative and creativity Dependable and punctual Appropriate personal appearance Ability and willingness to learn Flexible and adaptable Comments:		1 1 1 1 1	2 2 2 2 2 2	3 3 3 3 3 3	4 4 4 4 4	5 5 5 5 5 5 5 5
IV. SKILLS AND KNOWLEDGE Ability to make decisions Verbal communication skills Written communication skills Analytical ability Problem-solving skills Organization and completion of tasks Making and meeting deadlines Quality of work Knowledge of job duties Knowledge of company		1 1 1 1 1 1 1 1	2 2 2 2 2 2 2 2 2 2 2 2 2	3 3 3 3 3 3 3 3 3 3 3 3 3	4 4 4 4 4 4 4 4 4	5 5 5 5 5 5 5 5 5 5 5 5

Comments:

## **V. JOB PERFORMANCE**

List four to six tasks performed by the student and rate the performance of each:					
а.	1	2	3	4	5
b.	1	2	3	4	5
С.	1	2	3	4	5
d.	1	2	3	4	5
e.	1	2	3	4	5
f.	1	2	3	4	5
VI. OVERALL PERFORMANCE	1	2	3	4	5

What development have you observed in the student's skills, knowledge, and personal and/or professional performance?

What are the student's strengths? In what area could the student improve?

Would you recommend this student for another internship or full-time employment after graduation?

Site Supervisor

Date

Intern

Date

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