#### Employee Mid-Term Evaluation

**Computer Science Internship—Northwest Missouri State University**

This form is to be completed by the intern’s supervisor at the midpoint of the hours required for internship credit. It will be used as part of a mid-term evaluation of the student’s progress. Please submit the completed form no later than the end of the week of the midpoint of employment to the faculty sponsor.

Cooperating Business Tekfinite Inc

Sponsor/Supervisor

Intern/Student Intern \_\_\_\_\_\_

1. Attendance

(✓) Satisfactory

( ) Unsatisfactory

1. Personal appearance

(✓) Very neat and acceptable ( ) Not always acceptable

( ) Acceptable ( ) Unacceptable

1. Dependability

(✓) Very reliable, gets job done ( ) Needs occasional follow-up

( ) Little need for follow-up ( ) Unreliable

1. Initiative

( ) Looks for work to do ( ) Needs some supervision

(✓) Needs little supervision ( ) Poor initiative

1. Judgment/common sense

(✓) Sound judgment, tactful ( ) Lacks judgment and tact at times

( ) Usually good judgment ( ) Poor judgment

1. Adaptability

( ) Easily meets new situations ( ) Routine worker

(✓) Can adjust to new situations ( ) Output below requirements

1. Quantity of work

(✓) Highly efficient ( ) Does required amount

( ) Does more than expected ( ) Output below requirements

1. Quality of work

(✓) Consistently excellent job ( ) Passable

( ) Does a good job ( ) Inferior work

1. Attitude towards work

(✓) Highly enthusiastic and interested ( ) Normal enthusiasm and interest

( ) Some enthusiasm and interest ( ) Indifferent—does not care

1. Attitude towards other employees

(✓) Very cooperative; works well with others

( ) Usually cooperates; works well with others

( ) Somewhat cooperative

( ) Lacks cooperation; cannot work with others

**Employee Mid-term Evaluation cont.**

1. Follows directions/accepts guidance

(✓) Follows directions carefully and desires helpful suggestions

( ) Follows directions and appreciates advice

( ) Usually follows directions and accepts guidance

( ) Resents directions or guidance

1. Progress/improvement

(✓) Making good progress ( ) Improving slowly

( ) Improving ( ) No progress or improvement

Supervisor’s

Comments: He is doing well in the tasks. he attends the meetings on time and responds immediately. And also, He has a good programming skills.

Supervisor’s Signature Date 7/18/2022