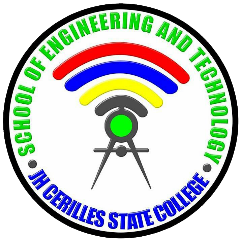
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**J.H. Cerilles State College**

School of Engineering and Technology

**INTERNSHIP PROGRAM**

**COORDINATOR’S EVALUATION FORM**

**Please check your designation:**

* OJT Coordinator
* Site Coordinator

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Intern to be Evaluated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rating Scales:**

5 – Excellent 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor NA – Not Applicable

Please encircle the number that best describes the student

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **RATING SCALE** | | | | | |
| **PERSONAL TRAITS AND QUALITIES** | | | | | | |
| a. Attendance | 5 | 4 | 3 | 2 | 1 | NA |
| b. Punctuality | 5 | 4 | 3 | 2 | 1 | NA |
| c. Reliability | 5 | 4 | 3 | 2 | 1 | NA |
| d. Appropriate dress/appearance | 5 | 4 | 3 | 2 | 1 | NA |
| e. Cooperation | 5 | 4 | 3 | 2 | 1 | NA |
| f. Initiative and resourcefulness | 5 | 4 | 3 | 2 | 1 | NA |
| g. Exercises sound judgment | 5 | 4 | 3 | 2 | 1 | NA |
| h. Willingness to learn | 5 | 4 | 3 | 2 | 1 | NA |
| i. Accepts constructive criticism | 5 | 4 | 3 | 2 | 1 | NA |
| j. Interacts well with staff and constituents | 5 | 4 | 3 | 2 | 1 | NA |
| k. Level of professionalism | 5 | 4 | 3 | 2 | 1 | NA |
| **INTELLECTUAL AND PROFESSIONAL BACKGROUND** | | | | | | |
| 1. Knowledge of field | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Thinks independently within professional framework | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Recognizes problems and develops solutions | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Demonstrates ethical and moral conduct | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Follows directions | 5 | 4 | 3 | 2 | 1 | NA |
| **COMMUNICATION SKILLS** | | | | | | |
| 1. Written Communication | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Oral Communication | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Listening Skills | 5 | 4 | 3 | 2 | 1 | NA |
| **GENERAL PERFORMANCE** | | | | | | |
| 1. General attitude toward the internship | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Quality of work performed |  |  |  |  |  |  |
| * 1. Performs efficiently the task assigned to him/her | 5 | 4 | 3 | 2 | 1 | NA |
| * 1. Meets the requirements and standards of the job assigned to him/her | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Quantity of work performed |  |  |  |  |  |  |
| * 1. Meets desired output based on target | 5 | 4 | 3 | 2 | 1 | NA |
| * 1. Finishes on time the job assigned to him/her | 5 | 4 | 3 | 2 | 1 | NA |
| 1. Meeting goals set at beginning of internship | 5 | 4 | 3 | 2 | 1 | NA |
| 1. This Intern’s performance (compared to other interns) | 5 | 4 | 3 | 2 | 1 | NA |

**Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Adapted from Muhlenberg College Internship Manual)