**Supervisor Evaluation/Feedback of Intern**

|  |  |
| --- | --- |
| Student Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Work Supervisor:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Internship: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please evaluate your intern by indicating the frequency with which you observed the following behaviors:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behaviors | Consistently | Often | Rarely | N/A |
|  |  |  |  |  |
| Performs in a dependable manner |  |  |  |  |
|  |  |  |  |  |
| Cooperates with co-workers and supervisors |  |  |  |  |
|  |  |  |  |  |
| Shows interest in work |  |  |  |  |
|  |  |  |  |  |
| Learns quickly |  |  |  |  |
|  |  |  |  |  |
| Shows initiative |  |  |  |  |
|  |  |  |  |  |
| Produces high quality work |  |  |  |  |
|  |  |  |  |  |
| Accepts responsibility |  |  |  |  |
|  |  |  |  |  |
| Accepts criticism |  |  |  |  |
|  |  |  |  |  |
| Demonstrates organizational skills |  |  |  |  |
|  |  |  |  |  |
| Uses technical knowledge and expertise |  |  |  |  |
|  |  |  |  |  |
| Shows good judgment |  |  |  |  |
|  |  |  |  |  |
| Demonstrates creativity/originality |  |  |  |  |
|  |  |  |  |  |
| Analyzes problems effectively |  |  |  |  |
|  |  |  |  |  |
| Is self-reliant |  |  |  |  |
|  |  |  |  |  |
| Communicates well |  |  |  |  |
|  |  |  |  |  |
| Writes effectively |  |  |  |  |
|  |  |  |  |  |
| Has a professional attitude |  |  |  |  |
|  |  |  |  |  |
| Gives a professional appearance |  |  |  |  |
|  |  |  |  |  |
| Is punctual |  |  |  |  |
|  |  |  |  |  |
| Uses time effectively |  |  |  |  |
|  |  |  |  |  |

Overall performance of student intern (circle one):

Excellent Above Average Average Fair Unsatisfactory

Did the student make useful contributions? What were they?

What skills or abilities could the student target for improvement? (What qualities kept the student from achieving the level of a model entry-level employee?)

How well was this internship suited to the student’s abilities and interests?

Additional comments on your student or on the program: