

Employer Evaluation of Intern (sample)

Organization Information

Name

Date

Name of Intern

Internship Title

Number of weeks intern has worked

Average number of hours per week worked

This performance evaluation is designed to provide a process for identifying and assessing the growth and learning development of students while in an experiential learning environment.

Attitude-Application to Work

Outstanding in enthusiasm

Very interested & industrious

Average in diligence & interest

Somewhat indifferent

Ability to Learn

Learned work exceptionally well

Learned work readily

Average in understanding work

Needs improvement

Dependability

Completely dependable

Above average in dependability

Usually dependable

Needs improvement

Initiative

Proceeds well on his/her own

Goes ahead *independently at times*

Does all assigned work

Requires frequent supervision

Quality of Work

Excellent

Very Good

Good

Needs improvement

Relations with Others

Exceptionally well accepted

Works well with others

Gets along satisfactorily

Needs improvement

Maturity-Poise

Quite poised & confident
Has good self-assurance
Average maturity & poise
Timid
Brash

Judgement

Exceptionally mature in judgement
Above average in making decisions
Usually makes the right decision
Needs improvement

Quantity of Work

Excellent
More than average
Normal amount
Needs improvement

Attendance

Regular
Irregular

Punctuality

Regular
Irregular

Briefly describe the intern's work assignment

List some of the contributions the intern made to your area:

List the personal characteristics that will help or hinder the intern's professional development.

Strengths

Area for Improvement

Over-All Performance

Outstanding
Very Good
Good
Needs Improvement

Other Comments:

Do you plan to hire your current intern upon completion of his/her internship?

Yes No

(If yes) Part-time Full-time

Evaluated by

Title

Date

SIGNATURES

Supervisor's Signature Date

Intern's Signature Date