Employer Evaluation of Student Intern

Student:_____ Organization: _____

5	Exceptional	(Always demonstrates this ability; consistently exceeds expectations)
4	Commendable	(Usually demonstrates this ability; sometimes exceeds expectations)
3	Fair	(Sometimes demonstrates this ability; meets expectations)
2	Uncomplimentary	(Seldom demonstrates this ability; rarely meets expectations)
1	Unsatisfactory	(Never demonstrates this ability; does not meet expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

A. Ability to Learn						
1. Asks pertinent and purposeful questions	1	2	3	4	5	N/A
2. Seeks out and utilizes appropriate resources	1	2	3	4	5	N/A
3. Accepts responsibility for mistakes and learns from experiences	1	2	3	4	5	N/A
B. Reading/Writing/Computation Skills						
1. Reads/comprehends/follows written materials	1	2	3	4	5	N/A
2. Communicates ideas and concepts clearly in writing	1	2	3	4	5	N/A
3. Works with mathematical procedures appropriate to the job	1	2	3	4	5	N/A
C. Listening and Oral Communication Skills						
1. Listens to others in an active and attentive manner	1	2	3	4	5	N/A
2. Effectively participates in meetings or group settings	1	2	3	4	5	N/A
3. Demonstrates effective verbal communication skills	1	2	3	4	5	N/A
D. Creative Thinking and Problem Solving Skills						
1. Breaks down complex tasks/problems into manageable pieces	1	2	3	4	5	N/A
2. Brainstorms/develops options and ideas	1	2	3	4	5	N/A
3. Demonstrates an analytical capacity	1	2	3	4	5	N/A
E. Professional and Career Development Skills						
1. Exhibits self-motivated approach to work	1	2	3	4	5	N/A
2. Demonstrates ability to set appropriate priorities/goals	1	2	3	4	5	N/A
3. Exhibits professional behavior and attitude	1	2	3	4	5	N/A
F. Interpersonal and Teamwork Skills						
1. Manages and resolves conflict in an effective manner	1	2	3	4	5	N/A
2. Supports and contributes to a team atmosphere	1	2	3	4	5	N/A
3. Demonstrates assertive but appropriate behavior	1	2	3	4	5	N/A

G. Organizational Effectiveness Skills

1. Seeks to understand and support organization's mission/goals	1	2	3	4	5	N/A
2. Fits in with the norms and expectations of the organization	1	2	3	4	5	N/A
3. Works within decision-making channels	1	2	3	4	5	N/A

H. Basic Work Habits

1. Reports to work as scheduled and on-time	1	2	3	4	5	N/A
2. Exhibits a positive and constructive attitude	1	2	3	4	5	N/A
3. Dress and appearance are appropriate for the organization	1	2	3	4	5	N/A

I. Character Attributes

1. Brings sense of values and integrity to job	1	2	3	4	5	N/A
2. Behaves in ethical manner	1	2	3	4	5	N/A
3. Respects diversity (religious/cultural/ethnic) of co-workers	1	2	3	4	5	N/A

J. Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5

K. Overall Performance (if I were to rate the intern at the present time)

Outstanding		Good			Average			Poor		Unsatisfactory
0	1	2	3	4	5	6	7	8	9	10

L. Would you consider having another Florida Southern Intern in a future semester? Please explain.

K. Comments

This assessment was reviewed with intern on (Month/Day/Year) _____

Evaluator's Signature: _____ **Date:** _____

Title/Position: _____ **Phone:** _____