



Employer Evaluation of Intern

Please return evaluation to:

**Emporia State University
Career Services Box 4014
1200 Commercial Street,
Emporia, Kansas 66801**

dmilford@emporia.edu

**Phone: 620-341-5407
Fax: 620-341-5168**

**EMPLOYER EVALUATION
 OF INTERNSHIP STUDENT**

Student Name: _____

PERFORMANCE RATING

SKILL (Please check appropriate response)	Outstanding	Above Average	Average	Below Average	Poor	N/A
1. Possesses necessary technical knowledge and skill.	_____	_____	_____	_____	_____	_____
2. Possesses necessary communications skills.	_____	_____	_____	_____	_____	_____
3. Possesses necessary writing skills.	_____	_____	_____	_____	_____	_____
4. Possesses necessary presentation skills.	_____	_____	_____	_____	_____	_____
5. Possesses necessary computer skills.	_____	_____	_____	_____	_____	_____

Please comment on deficiencies or exceptional points:

PERFORMANCE RATING

PERFORMANCE	Outstanding	Above Average	Average	Below Average	Poor	N/A
6. Listens and carries out instructions.	_____	_____	_____	_____	_____	_____
7. Works effectively with minimal supervision.	_____	_____	_____	_____	_____	_____
8. Demonstrates responsibility by meeting deadlines and schedules.	_____	_____	_____	_____	_____	_____
9. Produces acceptable quality of work.	_____	_____	_____	_____	_____	_____
10. Able to cooperate and work with other people.	_____	_____	_____	_____	_____	_____
11. Adapts to changing work assignments and situations.	_____	_____	_____	_____	_____	_____

Please comment on deficiencies or exceptional points:

PERFORMANCE RATING

JUDGEMENT	Outstanding	Above Average	Average	Below Average	Poor	N/A
12. Demonstrates ability to make decisions or seeks appropriate help.	_____	_____	_____	_____	_____	_____
13. Shows problem-solving ability.	_____	_____	_____	_____	_____	_____
14. Able to prioritize and complete tasks.	_____	_____	_____	_____	_____	_____

Please comment on deficiencies or exceptional points:

PERFORMANCE RATING

ATTITUDE

	Outstanding	Above Average	Average	Below Average	Poor	N/A
15. Accepts responsibility and is a self-starter.	_____	_____	_____	_____	_____	_____
16. Exhibits interest and enthusiasm about the job.	_____	_____	_____	_____	_____	_____
17. Maintains appropriate dress and grooming habits.	_____	_____	_____	_____	_____	_____
18. Maintains accurate attendance records	_____	_____	_____	_____	_____	_____
19. Adheres to organizational regulations.	_____	_____	_____	_____	_____	_____
20. Demonstrates professional attitude and behavior.	_____	_____	_____	_____	_____	_____

24. SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE: (Please check one response)

- | | |
|--|--|
| <input type="checkbox"/> Excellent Performance | Student exceeded all expectations |
| <input type="checkbox"/> Above Expectations | Student performed better than expected |
| <input type="checkbox"/> Met Expectations | Student performed satisfactorily |
| <input type="checkbox"/> Below Expectations | Student requires substantial improvement |

Additional comments about student's outstanding professional qualities:

Additional comments about professional qualities that student should strive to improve:

This form was completed by:

Supervisor's Name (print) _____ Phone _____

Supervisor's Signature _____ Date _____

Please Return to Career Services