

**Supervisor Evaluation of Intern**

Spring 2014 - Spring 2017 Summary

N = 55

Internships offer a critical laboratory for converting classroom knowledge into practical wisdom. In this process, you have been a key partner. In this evaluation, please help us ascertain the student’s performance in executing the responsibilities provided by this internship. Your assessment will count for a significant part of the grade that this student earns in the Internship course. Please take a few minutes to rate the student in the areas below. If any of the following criteria are not applicable to this internship experience, please mark the column “n/a”.

***Please use the following scale to rate the student intern in each of the criteria below:***

***5 = Exceptional 2 = Uncomplimentary/Below Average***

***4 = Commendable/Above Average 1 = Unsatisfactory/Poor***

***3 = Fair/Average n/a = Does not apply***

| **Please rate the student intern on each item (use scale above)** | **5** | **4** | **3** | **2** | **1** | **n/a** |
| --- | --- | --- | --- | --- | --- | --- |
| **Ability to Learn** | | | | | | |
| 1. Asks pertinent and purposeful questions | 34 | 19 | 1 | 1 | 0 | 0 |
| 2. Seeks out and utilizes appropriate resources | 36 | 15 | 1 | 2 | 0 | 1 |
| 3. Accepts responsibility for mistakes and learns from experiences | 36 | 13 | 3 | 0 | 1 | 2 |
| **Reading/Writing/Computation Skills** | | | | | | |
| 1. Reads/comprehends/follows written materials | 32 | 16 | 7 | 0 | 0 | 0 |
| 2. Communicates ideas and concepts clearly in writing | 28 | 18 | 7 | 1 | 0 | 1 |
| 3. Works with mathematical procedures appropriate to the job | 16 | 16 | 4 | 1 | 0 | 18 |
| **Listening and Oral Communication Skills** | | | | | | |
| 1. Listens to others in an active and attentive manner | 40 | 10 | 5 | 0 | 0 | 0 |
| 2. Effectively participates in meetings or group settings | 36 | 13 | 4 | 0 | 0 | 2 |
| 3. Demonstrates effective verbal communication skills | 31 | 18 | 5 | 1 | 0 | 0 |
| **Professional and Career Development Skills** | | | | | | |
| 1. Exhibits self-motivated approach to work | 32 | 15 | 5 | 2 | 0 | 1 |
| 2. Demonstrates ability to set appropriate priorities/goals | 33 | 13 | 5 | 2 | 2 | 0 |
| 3. Exhibits professional behavior and attitude | 33 | 13 | 7 | 2 | 0 | 0 |
| **Interpersonal and Teamwork Skills** | | | | | | |
| 1. Manages and resolves conflict in an effective manner | 25 | 19 | 5 | 2 | 1 | 3 |
| 2. Supports and contributes to a team atmosphere | 31 | 18 | 4 | 2 | 0 | 0 |
| 3. Demonstrates assertive but appropriate behavior | 32 | 16 | 6 | 0 | 0 | 1 |
| **Organizational Effectiveness Skills** | | | | | | |
| 1. Seeks to understand and support the organization’s missions/goals | 37 | 12 | 2 | 1 | 1 | 1 |
| 2. Fits in with the norms and expectations of the organization 23 8 2 2 0 0 | | | | | | |
| 3. Works within appropriate authority and decision-making channels | 36 | 12 | 6 | 0 | 0 | 0 |
| **Basic Work Habits** | | | | | | |
| 1. Reports to work as scheduled and on time | 39 | 8 | 4 | 1 | 2 | 0 |
| 2. Exhibits a positive and constructive attitude | 38 | 9 | 4 | 2 | 2 | 0 |
| 3. Dress and appearance are appropriate for this organization | 38 | 11 | 6 | 0 | 0 | 0 |
| **Character Attributes** | | | | | | |
| 1. Brings a sense of values and integrity to the job | 34 | 16 | 4 | 0 | 1 | 0 |
| 2. Behaves in an ethical manner | 40 | 12 | 2 | 0 | 1 | 0 |
| 3. Respects the diversity (religious/cultural/ethnic) of co-workers | 41 | 11 | 2 | 0 | 0 | 1 |
| **Academic Knowledge** | | | | | | |
| 1. Intern has sufficient academic knowledge to contribute to the organization. | 28 | 22 | 4 | 1 | 0 | 0 |
| 1. Understands concepts and applies knowledge on the job. | 27 | 20 | 6 | 2 | 0 | 0 |
| **Technical Skills** | | | | | | |
| Intern has technical skills appropriate to the level in school and in job requirements. | 27 | 21 | 5 | 0 | 0 | 1 |
| **Quality of Work:** | | | | | | |
| 1. Intern completes tasks accurately and thoroughly. | 35 | 15 | 3 | 0 | 0 | 0 |
| 2. Work reflects neatness, attention to detail, and compliance to company standards. | 35 | 13 | 4 | 0 | 0 | 0 |
| **Analysis and Judgment** | | | | | | |
| 1. Intern demonstrates the ability to analyze and discern facts. Applies skills appropriate  for carrying out tasks and solving problems. | 28 | 20 | 5 | 1 | 0 | 1 |
| 2. Makes sound decisions. | 32 | 17 | 5 | 1 | 0 | 0 |
| **Professionalism** | | | | | | |
| 1. Intern exhibits self-confidence and maturity. | 27 | 17 | 9 | 2 | 0 | 0 |
| 2. Projects a professional appearance. | 35 | 13 | 5 | 0 | 0 | 0 |
| 1. Displays a willingness to learn. | 40 | 10 | 5 | 0 | 0 | 0 |
| 1. Accepts suggestions and constructive feedback. | 37 | 15 | 3 | 0 | 1 | 0 |
| **Accountability** | | | | | | |
| Intern is punctual in attending work, meetings and appointments. Is reliable and follows through in an appropriate and dependable manner. | 42 | 5 | 3 | 1 | 2 | 0 |
| **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. |  |  |  |  |  |  |
| **Overall Rating** (Please provide an overall rating of your intern.) | 37 | 9 | 4 | 0 | 0 | 0 |