

# EMPLOYER INTERNSHIP EVALUATION

## *Coastal Carolina University*

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Position: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Period Covered: (check one)     **Mid-Internship Evaluation**     **Final Evaluation**

*This rating should be made with care and fairness for the interest of the student. Reflect carefully upon the intern's work and make an honest judgment of the performance of the student. Base your judgment on the entire period covered, and not upon isolated incidents alone. This evaluation can be made twice during the Internship, and each evaluation should be shared with the student. Your discussion of the evaluation with the student, especially at Mid-Internship, is an opportunity to enhance the student's personal and professional growth.*

**(4) Outstanding   (3) Good   (2) Acceptable   (1) Needs Improvement   (0) Not Applicable**  
*(Please mark (X) the appropriate grade for each criterion)*

	(4)	(3)	(2)	(1)	(0)
1) Establishes Work Goals					
2) Successful in Achieving Goals					
3) Demonstrates Effective Problem-Solving Ability					
4) Completes Assignments On or Before Due Dates					
5) Looks to Keep Constructively Busy					
6) Is Objective Regarding Own Performance and Quality of Work					
7) Competent Presenting to Groups					
8) Effective in Oral Communication					
9) Effective in Written Communication					
10) Demonstrates Ability to Learn New Skills					
11) Demonstrates Ability to Apply Learned Skills					
12) Able to Work Under Pressure					
13) Demonstrates Ability to Think Independently					

**(4) Outstanding (3) Good (2) Acceptable (1) Needs Improvement (0) Not Applicable**  
*(Please mark (X) the appropriate grade for each criterion)*

	<b>(4)</b>	<b>(3)</b>	<b>(2)</b>	<b>(1)</b>	<b>(0)</b>
14) Consistently Demonstrates Honesty and Integrity					
15) Is Enthusiastic and Energetic					
16) Personal Grooming and Dress					
17) Is Courteous and Tactful					
18) Displays Leadership Skills					
19) Displays Mature Judgment					
20) Demonstrates Organizational Skills					
21) Displays Concerns for Others					
22) Reacts Appropriately to Supervisor's Directives					
23) Accepts Assignments Willingly					
24) Upholds Departmental Policies					
25) Demonstrates Positive Relationship with Co-Workers					
26) Accepts Suggestions, Direction and Critical Evaluation					
27) Offers Opinions and Suggestions at Appropriate Time/Place					
28) Demonstrates Willingness to Accept Responsibility					
29) Possesses Skills Commensurate with Academic Level					
30) Has Maintained Established Work Schedule					
31) Is Punctual in Reporting to Work					
32) Would Consider Recommending Intern For Permanent Position					
33) Overall Performance Evaluation					

## SUPERVISOR COMMENTS

*Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach sheet or use the back of this form.*

1) What is your perception of the student's strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) What is your perception of the student's weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Recommendations for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Comments on Internship Program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I give my permission to my Internship Supervisor/Coordinator to share these evaluation results with employers who are considering me for other internships or employment opportunities \_\_\_\_\_ YES \_\_\_\_\_ NO (Student initials)*