# EMPLOYER EVALUATION OF STUDENT INTERN

Student: ____________________ Organization ____________________ Reviewer ________________

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

If any criteria are not applicable to this internship experience, please circle N/A

**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 & 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 & 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 & 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
4. Performs work tasks according to high standards  1 2 3 4 5 N/A

Revised 2014
F. Interpersonal & 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 the 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

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 this organization   1 2 3 4 5  N/A