

## STUDENT EVALUATION

Complete this evaluation of your intern's performance and review the results with them.

INTERN NAME \_\_\_\_\_

SITE OF INTERNSHIP \_\_\_\_\_

INTERN'S SUPERVISOR \_\_\_\_\_

### EVALUATION FORM KEY

**1** UNSATISFACTORY    **2** NEEDS IMPROVEMENT    **3** SATISFACTORY    **4** ABOVE AVERAGE    **5** OUTSTANDING

- Work Habits**—Displays a positive attitude toward tasks and work assignments; works well cooperatively and independently when required.
- Communication Skills**—Expresses ideas clearly both in speaking and in writing; listens well and responds appropriately to workplace requests.
- Dependability**—Understands expectations of timeliness for task completion. Adheres to time frames and is punctual in completing assignments. Completes projects fully even when the work is undesirable or unpleasant.
- Cooperation**—Works to develop a rapport with coworkers and supervisors, shows consideration of others and a desire to be helpful.
- Initiative**— Seeks out information to improve skills and performance and assumes greater responsibility when appropriate.
- Adaptability**—Adjusts to changes in tasks and responsibilities; accepts new ideas and responds appropriately to constructive criticism.
- Judgement**—Effectively analyzes problems; determines appropriate, timely, and decisive actions; thinks logically. Resolves conflicts with persons of authority, coworkers, and customers in an appropriate manner.
- Attendance and Punctuality**—Incurred a reasonable number of absences or lateness; calls supervisor when absent or late; takes and returns from breaks as scheduled.
- Planning and Organizing**—Plans, organizes, and carries out assignments; coordinates with others; establishes priorities; uses effective time management.
- Leadership Skills**—Demonstrates effective leadership abilities; gains respect and cooperation; inspires and motivates peers.

Please provide any other feedback about your high school internship program below:

EVALUATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INTERN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_