

## SUPERVISOR'S EVALUATION FORM

Student's Name: \_\_\_\_\_ Internship Period: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company/Organization: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_

**Please evaluate your student intern on the following scales (circle the appropriate number).** *If you wish to elaborate on any of your responses, feel free to attach an additional page.*

### Personal Traits/Characteristics

	Unsatisfactory	Below Average	Average	Above Average	Excellent	
Dependability	1	2	3	4	5	N/A
Positive attitude	1	2	3	4	5	N/A
Motivation	1	2	3	4	5	N/A
Energy	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A
Professionalism	1	2	3	4	5	N/A
Judgment	1	2	3	4	5	N/A
Appearance	1	2	3	4	5	N/A
Helpfulness	1	2	3	4	5	N/A
Adaptability	1	2	3	4	5	N/A
Accepting criticism	1	2	3	4	5	N/A
Results oriented	1	2	3	4	5	N/A
<b>Overall rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

### Skills

	Unsatisfactory	Below Average	Average	Above Average	Excellent	
Ability to work with and for others	1	2	3	4	5	N/A
Problem solving	1	2	3	4	5	N/A
Time management	1	2	3	4	5	N/A
Writing skills	1	2	3	4	5	N/A
Oral communication	1	2	3	4	5	N/A
Analytical skills	1	2	3	4	5	N/A
Completing assignments	1	2	3	4	5	N/A
Setting and meeting goals	1	2	3	4	5	N/A
Ability to learn quickly	1	2	3	4	5	N/A
Meeting deadlines	1	2	3	4	5	N/A
Leadership skills	1	2	3	4	5	N/A
<b>Overall rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

over →

List 4 to 6 technical/marketing-related tasks performed by the student in fulfilling his/her internship responsibilities. Rate the student's performance on each.

1 = Unsatisfactory; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Excellent

Task	Rating	Comments
1. _____	1 2 3 4 5	_____ _____ _____
2. _____	1 2 3 4 5	_____ _____ _____
3. _____	1 2 3 4 5	_____ _____ _____
4. _____	1 2 3 4 5	_____ _____ _____
5. _____	1 2 3 4 5	_____ _____ _____
6. _____	1 2 3 4 5	_____ _____ _____

Briefly discuss this student's strong and/or weak work habits:

What suggestions or advice do you have for the student regarding further study or skill development, which would be helpful for his/her future job placements, and pursuing a career in this field?

Has this evaluation been discussed with the student? Yes \_\_\_\_ No \_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_