

**Unity College Internship Program**  
**EMPLOYER'S EVALUATION OF STUDENT WORK PERFORMANCE**

Student Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employing Organization: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions for conducting the evaluation**

Please:

1. Evaluate the intern objectively
2. Review the evaluation with the intern
3. Realize this evaluation will be one of several items used to determine a grade for the intern

**Rating Scale**

- 5 **Exemplary/outstanding:** Consistently exceeded objectives. An extraordinary performer in all respects.  
4 **Highly satisfactory:** Consistently meets, sometimes exceeds objectives. Is a superior performer.  
3 **Satisfactory:** Consistently meets objectives. Produces results expected from a quality employee.  
2 **Needs improvement:** Sometimes meets objectives. Sometimes falls short. Improvement is required.  
1 **Unsatisfactory:** Does not meet objectives. Considerable improvement is required.

**N/A Not applicable:** Does not apply to this position.

**Work Ethic**

- \_\_\_\_ Was dependable  
\_\_\_\_ Was punctual  
\_\_\_\_ Was adaptable and flexible  
\_\_\_\_ Dressed appropriately  
\_\_\_\_ Demonstrated a good work ethic

**Interpersonal Skills**

- \_\_\_\_ Contributed to overall effort as a team player  
\_\_\_\_ Maintained a positive attitude  
\_\_\_\_ Demonstrated professional judgment  
\_\_\_\_ Demonstrated effective written skills  
\_\_\_\_ Demonstrated effective verbal skills

**Initiative**

- \_\_\_\_ Completed tasks in a timely manner  
\_\_\_\_ Worked successfully without supervision  
\_\_\_\_ Demonstrated responsibility on the job  
\_\_\_\_ Displayed initiative  
\_\_\_\_ Effort put into work

**Skills Demonstrated**

- \_\_\_\_ Good knowledge of job duties  
\_\_\_\_ Ability to learn new tasks/concepts  
\_\_\_\_ New skills during the experience  
\_\_\_\_ Academic preparation for the position  
\_\_\_\_ Quality of work

Did you provide training for the intern? \_\_\_\_ yes \_\_\_\_ no

Please elaborate:

What contact did you have with the intern during the internship? Please be specific.

Did the intern meet your agencies/organizations expectations for the internship?

Describe strengths demonstrated by the intern:

Describe areas in which the intern can develop professionally:

Would you rehire this student? Why or why not?

Please feel free to include additional comments.

Each student has the opportunity to examine the official records pertaining to him/her under the  
Family Educational Rights and Privacy Act of 1974

Return completed form to:  
Career Resource Center, Unity College, 90 Quaker Hill Road, Unity, ME 04988