



Career Resource Center
90 Quaker Hill Road
Unity, Maine 04988
(207) 948-3131

WORKSITE SUPERVISOR

Evaluation of Student Internship Performance

Student Name: _____ Job Title: _____

Employing Organization: _____

Name of Evaluator: _____ Job Title: _____

Date: _____

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.

