

Internship Performance Report

STUDENT BEING EVALUATED _____ DATE _____

EVALUATOR _____ Mid-Term _____ Final _____

Please rate "performance factors" by indicating an "X" within the appropriate box.

	Unsatisfactory	Poor	Fair	Good	Excellent
Quality of work - accuracy, skill, neatness, competence, and thoroughness					
Attendance - punctuality, tardiness, and absenteeism					
Work habits - organization of work, care of equipment, safety, consideration, conscientiousness					
Relationship with people - cooperation, ability to get along with others					
Initiative - self-reliance, willingness to accept and carry out responsibilities, resourcefulness					
Dependability - degree to which individual can be relied upon to assume responsibility					
Judgment and common sense - ability to think intelligently and make logical decisions					
Ability to adjust - attitude regarding new assignments and time required to learn new duties					
Supervisory ability - proficiency in training subordinates, skill in planning and directing work					
Administrative ability - prompt action, ability to make decisions and apply sound management principles					
Other area - be specific					
Other area - be specific					
Other area - be specific					

Turn over for additional comments

GENERAL COMMENTS:

Strengths: Describe the student's outstanding abilities.

Suggestions for improvement: Describe the areas in which the student needs the greatest improvement.

Agency Supervisor's Evaluation for Employment (Circle one).

Strongly Recommend
1 2 3

Reservations
4 5

*Not Recommend
6 7

Number of Hours Completed at Agency _____

Student's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Notes:

1. "Not Recommend" denotes failure in the internship experience.
2. Your signature verifies that this evaluation has been reviewed with you. It does not waive any of your rights, nor does it imply that you be in total agreement.
3. An agency evaluation form may be substituted for this form, if it is more applicable.