



INDUSTRY SUPERVISOR'S EVALUATION FORM
INTERN EVALUATION

Student's Name:		Internship Site:	
Supervisor's Name:		Date:	
Internship Coordinator/Advisor:			

INSTRUCTIONS: Please rate your intern's performance:

1.	Attendance	8.	Cooperation
	<input type="checkbox"/> Never absent		<input type="checkbox"/> Works well with others
	<input type="checkbox"/> Dependable		<input type="checkbox"/> Usually gets along with others
	<input type="checkbox"/> Usually dependable		<input type="checkbox"/> Prefers to work alone
	<input type="checkbox"/> Not regular enough in attendance		<input type="checkbox"/> Does not work well with others
	<input type="checkbox"/> Too frequently absent		<input type="checkbox"/> Is antagonistic
2.	Punctuality	9.	Accuracy of work
	<input type="checkbox"/> Never tardy		<input type="checkbox"/> Does work of very good quality
	<input type="checkbox"/> Seldom tardy		<input type="checkbox"/> Makes few errors
	<input type="checkbox"/> Needs improvement		<input type="checkbox"/> Often makes errors
	<input type="checkbox"/> Very often tardy		<input type="checkbox"/> Is frequently inaccurate and careless
	<input type="checkbox"/> Tardiness affecting performance		<input type="checkbox"/> Is extremely careless
3.	Appearance	10.	Attitude
	<input type="checkbox"/> Is excellent in appearance/dresses appropriately		<input type="checkbox"/> Is positive
	<input type="checkbox"/> Is good in appearance/frequently dresses appropriately		<input type="checkbox"/> Is fairly positive
	<input type="checkbox"/> Should make efforts to improve/frequently dresses inappropriately		<input type="checkbox"/> Is rarely positive
	<input type="checkbox"/> Often neglects appearance/dresses inappropriately most of the time		<input type="checkbox"/> Is negative
	<input type="checkbox"/> Is extremely careless		<input type="checkbox"/> Is openly hostile
4.	Initiative/Motivation	11.	Work habits
	<input type="checkbox"/> Is resourceful; looks for things to do		<input type="checkbox"/> Is industrious: stays on task until completed
	<input type="checkbox"/> Is fairly resourceful		<input type="checkbox"/> Seldom wastes time: is reliable
	<input type="checkbox"/> Does acceptable routine work		<input type="checkbox"/> Wastes time occasionally: is usually reliable
	<input type="checkbox"/> Takes very little initiative; requires urging		<input type="checkbox"/> Frequently wastes time and work id often incomplete
5.	Maturity	12.	Courtesy
	<input type="checkbox"/> Demonstrates maturity consistently		<input type="checkbox"/> Is very courteous and very considerate
	<input type="checkbox"/> Demonstrates maturity occasionally		<input type="checkbox"/> Is courteous and considerate
	<input type="checkbox"/> Demonstrates maturity rarely		<input type="checkbox"/> Usually courteous and considerate
	<input type="checkbox"/> Demonstrates mature behavior		<input type="checkbox"/> Is not particularly courteous
	<input type="checkbox"/> Ignores verbal cues		<input type="checkbox"/> Has been discourteous



6.	Communication		13.	Adaptability	
	<input type="checkbox"/>	Excellent communication skills		<input type="checkbox"/>	Is adept at meeting changing conditions
	<input type="checkbox"/>	Above average communication skills		<input type="checkbox"/>	Adjusts readily
	<input type="checkbox"/>	Average communication skills		<input type="checkbox"/>	Needs direction to make adjustments
	<input type="checkbox"/>	Uses incorrect English		<input type="checkbox"/>	Has difficulty adapting to new situations
	<input type="checkbox"/>	Ineffective communication skills		<input type="checkbox"/>	Cannot adjust to changing situations
7.	Judgment		14.	Ability to learn	
	<input type="checkbox"/>	Exceptionally mature		<input type="checkbox"/>	Learns very quickly
	<input type="checkbox"/>	Above average in making decisions		<input type="checkbox"/>	Learns readily
	<input type="checkbox"/>	Usually makes the right decisions		<input type="checkbox"/>	Average in learning
	<input type="checkbox"/>	Often uses poor judgment		<input type="checkbox"/>	Rather slow to learn
	<input type="checkbox"/>	Consistently uses bad judgment		<input type="checkbox"/>	Very slow to learn

Overall Performance	Excellent	Very Good	Good	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you hire this student for another work period of a full time employment?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

What traits may help or hinder the student's advancement?

Additional remark:

Signed:		
	(Supervisor)	Date: