**Internship Supervisor’s Final Evaluation**

Organization’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The student-intern reports to work as scheduled and on time. YES \_\_\_\_ NO \_\_\_\_
* The student-intern’s appearance and dress are appropriate. YES \_\_\_\_ NO \_\_\_\_
* Please rate the student-intern’s performance in the following areas. Use a scale of 1 to 5 with 1 = unsatisfactory, 2=uncomplimentary, 3=fair, 4=commendable, 5=exceptional

**Work Habits**

* 1. Exhibits a positive and professional attitude \_\_\_\_\_\_\_
  2. Effectively handles routine problems \_\_\_\_\_\_\_
  3. Sees routine tasks through to their conclusion \_\_\_\_\_\_\_
  4. Effectively manages his/her time \_\_\_\_\_\_\_

**Ability/Willingness to Learn**

* 1. Shows willingness to learn/be taught by supervising personnel \_\_\_\_\_\_\_
  2. Asks pertinent and purposeful questions \_\_\_\_\_\_\_
  3. Seeks out and utilizes appropriate resources \_\_\_\_\_\_\_
  4. Accepts responsibility for mistakes and learns from experiences \_\_\_\_\_\_\_

**Reading/Writing/Computation Skills**

* 1. Comprehends and follows written materials/instructions \_\_\_\_\_\_\_
  2. Communicates ideas and concepts clearly in writing \_\_\_\_\_\_\_
  3. Uses mathematical procedures and/or computer applications \_\_\_\_\_\_\_

**Listening & Oral Communication Skills**

* 1. Listens to others in an active and attentive manner \_\_\_\_\_\_\_
  2. Demonstrates effective verbal communication skills in one-on-one settings \_\_\_\_\_\_\_
  3. Demonstrates effective verbal communication skills in group settings \_\_\_\_\_\_\_

**Creative Thinking & Problem Solving**

* 1. Breaks down complex tasks/problems into manageable pieces \_\_\_\_\_\_\_
  2. Incorporates a holistic perspective in addressing or managing problems \_\_\_\_\_\_\_
  3. Demonstrates initiative in defining and solving non-routine problems \_\_\_\_\_\_\_

**Professionalism/Potential for Growth & Advancement**

* 1. Exhibits a self-motivated approach to work
  2. Demonstrates ability to set appropriate priorities/goals \_\_\_\_\_\_\_
  3. Takes the initiative/is self-directed when appropriate \_\_\_\_\_\_\_

**Teamwork/Interaction with Colleagues**

* 1. Establishes effective working relationships with co-workers \_\_\_\_\_\_\_
  2. Works within appropriate authority and decision-making channels \_\_\_\_\_\_\_
  3. Accepts criticism in a professional and constructive manner \_\_\_\_\_\_\_
  4. Accepts responsibility for his/her own role in a problem or conflict situation \_\_\_\_\_\_\_
  5. Demonstrates professionalism in addressing conflicts \_\_\_\_\_\_\_

**Character Attributes**

* 1. Brings a sense of values and integrity to the job \_\_\_\_\_\_\_
  2. Behaves in an ethical manner \_\_\_\_\_\_\_
  3. Respects the diversity (religious/cultural/ethnic) of co-workers \_\_\_\_\_\_\_

**Overall Performance - Comments**

* 1. What are the student’s strongest assets? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. What qualities and characteristics should the student strive to improve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Other observations/comments (please elaborate on any item above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed form to William Gardner at the address listed in the header of this document. If you have any questions, please call 724-430-4245.