

**COLLEGE OF BUSINESS AND COMPUTING
SUPERVISOR EVALUATION OF INTERN**

Student _____ Date Hired _____
 Job Title _____ Date of Evaluation _____
 Supervisor Name _____ Title _____
 Company/Agency _____ Department _____
 Street _____
 Address _____ City _____ State _____ Zip _____

The supervisor evaluation of intern is important to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. This evaluation is also an important component of student evaluation for final grade. Please review and discuss your evaluation with the student. Record your appraisal of the student's performance by writing the appropriate number in the blank after each item. For any item with a rating of "1" or "2", provide an explanation in the space provided. Comments on any other items would also help the student. Use "N/A" if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

Beyond Expectation Satisfactory Below Expectation
 5 4 3 2 1

	RATING	COMMENTS
RELATIONS WITH OTHERS		
Ability to communicate with staff		
Ability to communicate with clients		
Ability to work with and for others		
SUPERVISION		
Ability to seek and use help		
Openness to constructive criticism		
Ability to work independently		

RATING COMMENTS

PERSONAL QUALITIES

Decision making		
Trust and confidentiality		
Initiative		
Creativity		
Dependability		
Punctuality		
Personal appearance		
Ability and willingness to learn		
Adaptability		
Adherence to employer rules and norms		

SKILLS

Verbal communication		
Written communication		
Analyzing problems		
Problem solving		
Organizing/seeing projects to completion		
Making and meeting deadlines		

OVERALL PERFORMANCE

Beyond Expectation Satisfactory Below Expectation
 5 4 3 2 1

	TASK	RATING	COMMENTS
1.			
2.			
3.			

1. What development have you observed in the student's skills, knowledge, personal and/or professional performance?

2. In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?

3. What suggestions or advice do you have for the student regarding further study or skill development which would be helpful for further job placements and pursuing a career in this field?

I have discussed this evaluation with the student Yes No

Supervisor Signature	Date
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