

Internship Performance Review

(completed by On-Site Supervisor)

Student's Name

Major

Student's Supervisor

Location

Review Date

Instructions: We appreciate your feedback and observations. In what follows, please evaluate the student objectively, comparing him or her with peers of comparable academic level, with other personnel assigned the same or similar positions, or with common standards.

Part I: For each category, please mark the appropriate box and, if you wish, provide comments.

<p>Intern's attitude</p> <p><input type="checkbox"/> Enthusiastic</p> <p><input type="checkbox"/> Very interested and industrious</p> <p><input type="checkbox"/> Average in diligence and interest</p> <p><input type="checkbox"/> Somewhat indifferent</p> <p><input type="checkbox"/> Definitely not interested</p> <p>Comments:</p>	<p>Intern's ability to learn</p> <p><input type="checkbox"/> Learned tasks very well</p> <p><input type="checkbox"/> Learned work readily</p> <p><input type="checkbox"/> Average in understanding work</p> <p><input type="checkbox"/> Rather slow in learning</p> <p><input type="checkbox"/> Rather slow in learning</p> <p>Comments:</p>
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<p>Intern's initiative</p> <p><input type="checkbox"/> Proceeds well on his/her own</p> <p><input type="checkbox"/> Frequently works well on own</p> <p><input type="checkbox"/> Does all assigned work</p> <p><input type="checkbox"/> Hesitates when assigned work</p> <p><input type="checkbox"/> Must be pushed frequently</p> <p>Comments:</p>	<p>Intern's quality of work</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Very Good</p> <p><input type="checkbox"/> Average</p> <p><input type="checkbox"/> Below Average</p> <p><input type="checkbox"/> Very Poor</p> <p>Comments:</p>
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<p>Intern's Dependability</p> <p>() Completely dependable</p> <p>() Above average in dependability</p> <p>() Usually dependable</p> <p>() Sometimes neglectful</p> <p>() Unreliable</p> <p>Comments:</p>	<p>Intern's Relations with Others</p> <p>() Exceptionally well accepted</p> <p>() Works well with others</p> <p>() Gets along satisfactorily</p> <p>() Has difficulty working with others</p> <p>() Works very poorly with others</p> <p>Comments:</p>
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Part II: Please answer the following.

What do you consider the student's most significant strengths?

What areas of improvement would you suggest for this student?

If your organization had an opening, would you hire the student? Please explain why.

Do you have suggestions that would improve the Internship Program?

Would you be interested in having another student for a future semester? If yes, please briefly describe the student's proposed responsibilities.

On-Site Supervisor's Signature _____ Date _____
 (Signature is needed if printed/mailed.)