



STUDENT NAME _____ DATE _____

EMPLOYER _____

Instructions to supervisor: Please check the appropriate category. Please comment on any "Needs improvement" ratings.

I. APPEARANCE

____ Always appropriate to environment
____ Acceptable
____ Needs improvement (*please explain*)

VII. WORK PERFORMANCE

____ Excellent
____ Satisfactory
____ Needs improvement (*please explain*)

II. ATTENDANCE

____ Excellent
____ Satisfactory
____ Needs improvement (*please explain*)

VIII. COOPERATION

____ Works exceptionally well with others
____ Satisfactory
____ Needs improvement (*please explain*)

III. PUNCTUALITY

____ Excellent
____ Satisfactory
____ Needs improvement (*please explain*)

IX. CUSTOMER OR CLIENT RELATIONS (*if applicable*)

____ Excellent with customers/clients
____ Satisfactory
____ Needs improvement (*please explain*)

IV. DEPENDABILITY

____ Exceptional
____ Satisfactory
____ Needs improvement (*please explain*)

X. INTEREST IN WORK

____ Enthusiastic
____ Interested
____ Lacks interest

V. JUDGMENT

____ Demonstrates good judgment
____ Satisfactory
____ Needs improvement (*please explain*)

XI. TECHNICAL KNOWLEDGE AND SKILL LEVEL

____ Highly competent
____ Satisfactory
____ Needs improvement (*please explain*)

VI. INITIATIVE

____ Seeks out work to be done
____ Satisfactory
____ Needs improvement (*please explain*)

XII. OVERALL RATING

____ Excellent
____ Satisfactory
____ Needs improvement (*please explain*)

Would you consider this student for another internship? Yes _____ No _____

Would you consider this student for full-time permanent employment? Yes _____ No _____

Would you consider another intern? Yes _____ No _____

COMMENTS ON PROGRESS IN ACHIEVING LEARNING OBJECTIVES _____

PERSON COMPLETING REPORT _____ DATE _____