

# Pennsylvania College of Technology

PENNSTATE



## School of Business & Computer Technologies

### EMPLOYER EVALUATION OF INTERNSHIP STUDENT

FORM C

Student name \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_

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

#### I. APPEARANCE

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

#### II. ATTENDANCE

- Excellent  
 Satisfactory  
 Needs improvement (*please explain*)

#### III. PUNCTUALITY

- Excellent  
 Satisfactory  
 Needs improvement (*please explain*)

#### IV. DEPENDABILITY

- Exceptional  
 Satisfactory  
 Needs improvement (*please explain*)

#### V. JUDGMENT

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

#### VI. INITIATIVE

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

#### VII. WORK PERFORMANCE

- Excellent  
 Satisfactory  
 Needs improvement (*please explain*)

#### VIII. COOPERATION

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

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

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

#### X. INTEREST IN WORK

- Enthusiastic  
 Interested  
 Lacks interest

#### XI. TECHNICAL KNOWLEDGE AND SKILL LEVEL

- Highly competent  
 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 \_\_\_\_\_