



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 \_\_\_\_\_