



Student _____ Date _____

Employer _____

Address _____

Supervisor's Name: _____

Unexcused Absences (check ONE):	0	1	2	3	More than 3
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0=Never, 1=Seldom, 2=Occasionally, 3=Frequently, 4= Always (Use this scale for ratings below):

Area of Evaluation	Examples	Rating				
		0	1	2	3	4
Punctuality	Arrives to work on time	0	1	2	3	4
	Ready to start shift upon arrival	0	1	2	3	4
Appearance	Wears proper uniform	0	1	2	3	4
	Uniform is clean	0	1	2	3	4
	Student is properly groomed	0	1	2	3	4
Attitude	Has a positive attitude	0	1	2	3	4
	Enthusiastic about responsibilities	0	1	2	3	4
Quality of Work	Completes tasks assigned	0	1	2	3	4
	Performs tasks according to company standards	0	1	2	3	4
Progression of Technical Skills	Practices skills that they have been taught	0	1	2	3	4
	Learning new skills on schedule	0	1	2	3	4
	Accomplished all internship objectives	0	1	2	3	4
Communication skills	Communicates effectively	0	1	2	3	4
	Asks appropriate questions	0	1	2	3	4
Initiative and Motivation	Seeks tasks to perform	0	1	2	3	4
	Performs tasks without direction	0	1	2	3	4
Time Management	Organizes own work	0	1	2	3	4
Internship Requirements	Completed all internship requirements	0	1	2	3	4
	Makes decisions professionally	0	1	2	3	4

Please provide comments for any area rated 1 or below: _____

Professor _____ Date: _____

Supervisor _____ Date: _____

Return to: Penn College School of Hospitality, DIF #80 One College Avenue, Williamsport, PA 17701