



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*)

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 _____