

Supervisor Evaluation of Intern

STEPHEN F. AUSTIN STATE UNIVERSITY • CAREER SERVICES

Intern Name: _____ Date: _____

Organization: _____ Semester/Year: _____

Site Supervisor Name: _____ Location: _____

Please rate the following aspects of your internship experience on the basis of this scale:

- | | |
|--------------------|--|
| 1: Unsatisfactory | Never demonstrates this ability/does not meet expectations |
| 2: Uncomplimentary | Seldom demonstrates this ability/rarely meets expectations |
| 3: Fair | Sometimes demonstrates this ability/meets expectations |
| 4: Commendable | Usually demonstrates this ability/sometimes exceeds expectations |
| 5: Exceptional | Always demonstrates this ability/consistently exceeds expectations |

If any criteria are not applicable to this internship experience, please leave response blank.

Ability to Learn

Asks pertinent and purposeful questions	1	2	3	4	5
Seeks out and utilizes appropriate resources	1	2	3	4	5
Accepts responsibility for mistakes and learns from experiences	1	2	3	4	5

Reading/Writing/Computations Skills

Reads/comprehends/follows written materials	1	2	3	4	5
Communicates ideas and concepts clearly in writing	1	2	3	4	5
Works with mathematical procedures appropriate to the job	1	2	3	4	5

Listening and Oral Communication Skills

Listens to others in an active and attentive manner	1	2	3	4	5
Effectively participates in meetings or group settings	1	2	3	4	5
Demonstrates effective verbal communication skills	1	2	3	4	5

Creative Thinking and Problem Solving Skills

Breaks down complex tasks/problems into manageable pieces	1	2	3	4	5
Brainstorms/develops options and ideas	1	2	3	4	5
Demonstrates an analytical capacity	1	2	3	4	5

Professional and Career Development Skills

Exhibits self-motivated approach to work	1	2	3	4	5
Demonstrates ability to set appropriate priorities/goals	1	2	3	4	5
Exhibits professional behavior and attitude	1	2	3	4	5

Interpersonal and Teamwork Skills

Manages and resolves conflict in an effective manner	1	2	3	4	5
Supports and contributes to a team atmosphere	1	2	3	4	5
Demonstrates assertive but appropriate behavior	1	2	3	4	5

Organizational Effectiveness Skills

Seeks to understand and support the organization's mission/goals	1	2	3	4	5
Fits in with the norms and expectations of the organization	1	2	3	4	5
Works within appropriate authority and decision-making channels	1	2	3	4	5

Basic Work Habits

Reports to work as scheduled and on-time	1	2	3	4	5
Exhibits a positive and constructive attitude	1	2	3	4	5
Dress and appearance appropriate for the organization	1	2	3	4	5

Character Attributes

Brings a sense of value and integrity to the job	1	2	3	4	5
Behaves in an ethical manner	1	2	3	4	5
Respects the diversity of co-workers	1	2	3	4	5

Open Category: Industry-Specific Skills

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5

Overall Performance

Unsatisfactory	Poor	Average	Good	Outstanding
----------------	------	---------	------	-------------

Comments:

Intern Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____