

### 4.1.3 Appendix 4: Employer Evaluation of Intern

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#### STUDENT INFO (Student fills this section)

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Name Surname :

Student ID :

Department :

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#### HOST ORGANIZATION INFO (employer fills this section)

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Organization name:

Address :

Phone Number :

Internship Period: ...../...../..... to ...../...../.....

Program Duration (Days) :

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#### To be completed by the Intern Supervisor

The purpose of this form is to provide the intern with feedback about the intern's work and professional skills and competencies. Please be objective and candid in your assessment and discuss this with the intern. The assessment ratings range from 1 to 5 are as follows (circle the appropriate number): 1 = Unsatisfactory

2 = Needs Improvement

3 = Fair Sometimes

4 = Good Usually

5 = Excellent

#### Ability to Learn

1.	Observes and/or pays attention to others.	1	2	3	4	5
2.	Asks relevant and purposeful questions.	1	2	3	4	5
3.	Seeks out and utilizes appropriate resources.	1	2	3	4	5
4.	Accepts responsibility for mistakes and learns from experiences.	1	2	3	4	5
5.	Open to new experiences; takes appropriate risks.	1	2	3	4	5

#### Listening and Oral Communication Skills

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

#### Creative Thinking and Problem-Solving Skills

1.	Seeks to comprehend and understand the "big picture".	1	2	3	4	5
2.	Breaks down complex tasks/problems into manageable pieces.	1	2	3	4	5
3.	Brainstorms/develops options and ideas.	1	2	3	4	5
4.	Respects input and ideas from other sources and people.	1	2	3	4	5
5.	Demonstrates an analytical capacity.	1	2	3	4	5

**Interpersonal and Teamwork Skills**

1.	Relates to co-workers/team members effectively.	1	2	3	4	5
2.	Manages and resolves conflicts in an effective manner.	1	2	3	4	5
3.	Supports and contributes to a team atmosphere.	1	2	3	4	5
4.	Controls emotions in a manner appropriate for work.	1	2	3	4	5
5.	Demonstrates assertive but appropriate behavior.	1	2	3	4	5

**Basic Work Skills**

1.	Reports to work as scheduled.	1	2	3	4	5
2.	Is prompt in showing up to work and meetings.	1	2	3	4	5
3.	Exhibits a positive and constructive attitude.	1	2	3	4	5
4.	Brings a sense of values and integrity to the job.	1	2	3	4	5
5.	Behaves in an ethical and professional manner.	1	2	3	4	5

**Overall Performance**

1. Would you supervise this intern again? Yes                      No  
 Uncertain If no, please explain:

2. Would you recommend this student to other organizations? Yes                      No  
 Uncertain If no, please explain:

3. Overall performance of this intern:

Unsatisfactory                      Poor                      Average                      Good                      Outstanding

Have you discussed this report with the intern?  Yes  No  WILL DO SO

**Site Supervisor Signature:** .....

**DATE:** ...../...../.....

**D. APPROVAL (Academic Supervisor fills this section)**

APPROVED                       REJECTED

...../...../.....

Academic Supervisor (Name, Title, Signature)