



Internship/Co-op Programs
Employer Evaluation of Intern

Thank you for taking the time to complete this important form. Please share this evaluation with the student. Because the evaluation is an essential factor in the student's grade for the internship course, it should be mailed at least two weeks before the end of the semester. It is important that both the supervisor AND the student sign this evaluation form.

Please fax the completed form to 202/885-1861

Include both pages of this form when faxing.

Student:
Supervisor:

Organization:
Term:

ASSESS THE STUDENT'S PERFORMANCE BY CIRCLING THE NUMBERS, ACCORDING TO THE SCALE INDICATED, AND EXPLAIN YOUR RATINGS.

Table with 5 columns: Exceptional, Greater Than Required Level, Meets Expectations, Below Expectations. Rows include: Effectiveness in completing tasks, Ability to solve problems effectively, Writing ability, Verbal communication, Understanding of organizational goals, Quality of contribution made. Each row has a 'Why?' line for explanation.

Faculty Advisor:

	Exceptional	Greater Than Required Level	Meets Expectations	Below Expectations
--	-------------	--------------------------------	-----------------------	-----------------------

Dependability:	1	2	3	4
----------------	---	---	---	---

Why? _____

Motivation:	1	2	3	4
-------------	---	---	---	---

Why? _____

Working with others:	1	2	3	4
----------------------	---	---	---	---

Why? _____

Resourcefulness:	1	2	3	4
------------------	---	---	---	---

Why? _____

Effectiveness Working in Teams:	1	2	3	4
---------------------------------	---	---	---	---

Why? _____

Employees main strengths:

Recommendations for improvement:

Additional comments:

	Exceptional	Greater Than Required Level	Meets Expectations	Below Expectations
--	-------------	--------------------------------	-----------------------	-----------------------

Overall Performance Rating:	1	2	3	4
------------------------------------	---	---	---	---

Student Signature _____ Date _____

Employer Signature _____ Date _____

Title _____