SCHOOL OF BUSINESS ADMINISTRATION
SUPERVISOR EVALUATION OF INTERN

Student ______________________________ Date Hired ____________
Job Title ______________________________ Date of Evaluation ____________
Supervisor Name ______________________ Title ______________________
Company/Agency _______________________ Department ______________________
Street _______________________________ City ____________________________ State [ ] Zip [ ]

The supervisor evaluation of internship is important to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. This evaluation is also an important component of student evaluation for final grade. Please review and discuss your evaluation with the student. Record your appraisal of the student’s performance by writing the appropriate number in the blank after each item. For any item with a rating of “1” or “2”, provide an explanation in the space provided. Comments on any other items would also help the student. Use “N/A” if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

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<tr>
<th>RATING</th>
<th>COMMENTS</th>
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<td><strong>BEYOND EXPECTATION</strong></td>
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<td><strong>SATISFACTORY</strong></td>
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<td><strong>BELOW EXPECTATION</strong></td>
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**RELATIONS WITH OTHERS**
Ability to communicate with staff
Ability to communicate with clients
Ability to work with and for others

**SUPERVISION**
Ability to seek and use help
Openness to constructive criticism
Ability to work independently

**PERSONAL Qualities**
Decision making
Trust and confidentiality
Initiative
Creativity
Dependability
Punctuality
Personal appearance
Ability and willingness to learn
Adaptability
Adherence to employer rules and norms

**SKILLS**
Verbal communication
Written communication
Analyzing problems
Problem solving
Organizing/seeing projects to completion
Making and meeting deadlines
# OVERALL PERFORMANCE

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<tr>
<th>TASK</th>
<th>RATING</th>
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1. What development have you observed in the student’s skills, knowledge, personal and/or professional performance?

2. In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?

3. What suggestions or advice do you have for the student regarding further study or skill development which would be helpful for further job placements and pursuing a career in this field?

I have discussed this evaluation with the student [ ] Yes [ ] No

Supervisor Signature

Date

Rev. 1: 2007