



COLLEGE OF BUSINESS AND COMPUTING SUPERVISOR EVALUATION OF INTERN

Student _____ Start Date _____
 Job Title _____ Date of Evaluation _____
 Supervisor Name _____ Title _____
 Company/Agency _____ Department _____
 Street _____
 Address _____ City _____ State _____ Zip _____

The supervisor evaluation of intern 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 "A" or "B", 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.

Excellent A	Very Good B	Satisfactory C	Need Improvement D	Unacceptable F
Rating		Comments		
Relations with Others				
Ability to communicate with team members				
Ability to communicate with clients/others				
Ability to work with and for others (teamwork)				
Supervision				
Ability to seek and use help				
Openness to constructive criticism				
Ability to work independently				
Personal Quantities				
Decision making				
Trust and confidentiality				
Initiative				
Creativity				
Dependability				



Punctuality		
Professional appearance		
Ability and willingness to learn		
Adaptability		
Adherence to agency rules and norms		
Skills		
Verbal communication		
Written communication		
Analyzing problem		
Problem solving/ critical thinking		
Organizing/seeing projects to completion		
Making and meeting deadlines		
Using technology accordingly		

Overall Performance

Excellent **Very Good** **Satisfactory** **Need Improvement** **Unacceptable**
 A B C D F

	TASK	RATING	COMMENTS
1.			
2.			
3.			
4.			



A. What development have you observed in the student's skills, knowledge, personal and/or professional performance?

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

C. 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
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