

## Internship Evaluation

This evaluation is formatted to be completed online and then printed for your signature.

Student Name:

Supervisors Name:  Title/Position:

Host Organization:  Location:

Please rate the intern's performance in the following areas, using the scale below.

Superior	Consistently exceeded expectations
Above Average	Sometimes exceeded expectations
Average	Met expectations
Below Average	Rarely met expectations
Unsatisfactory	Did not meet expectations
N/A	Not Applicable

**A. Work Quality**

- 1. Has technical skills needed for the job
- 2. Performs job as expected
- 3. Demonstrated communication skills needed

**B. Work Habits**

- 1. Positive attitude
- 2. Punctual and dependable
- 3. Appearance is appropriate

**C. Listening & Oral Communication Skills**

- 1. Listens to others in an active and attentive manner
- 2. Demonstrates effective communication skills in one on one settings
- 3. Demonstrates effective communication skills in all group settings

**D. Ability/Willingness to Learn**

- 1. Shows willingness to learn/be taught by supervising personnel
- 2. Asks pertinent and purposeful questions
- 3. Accepts responsibility for mistakes and learns from experiences

**E. Reading/Writing Skills**

- 1. Comprehends and follows written materials/instructions
- 2. Communicates ideas and concepts clearly in writing
- 3. Uses appropriate computer applications

**F. Creative Thinking & Problem Solving**

- 1. Breaks down complex task/problems into manageable pieces
- 2. Seeks outside resources in addressing or managing problems
- 3. Demonstrates initiative in defining and solving non-routine problems

- G. Professionalism/Potential for Growth & Advancement
- 1. Exhibits a self-motivated approach to work
  - 2. Demonstrates ability to set appropriate priorities/goals
  - 3. Takes the initiatives/is self-directed when appropriate

- H. Interaction with Clients/Customers
- 1. Relates well with clients/customers
  - 2. Works effectively with clients/customers

- I. Teamwork/Interaction with Colleagues
- 1. Establishes effective working relationships with co-workers
  - 2. Works within appropriate authority and decision-making channels
  - 3. Accepts criticism in a professional and constructive manner
  - 4. Accepts responsibility for his/her role in a problem or conflict situation
  - 5. Demonstrates professionalism in addressing conflicts

- J. Character Attributes
- 1. Brings a sense of values and integrity to the job
  - 2. Respects the diversity (religious/cultural/ethnic) of co-workers

- K. Profession or Position-Specific Skills  
Please note any professional skills that have not been listed and assesses the intern accordingly
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- L. Overall Performance
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- M. Comments: Please address the following questions.
- 1. What are the student's strongest assets?
  - 2. What qualities and characteristics should the student strive to improve?
  - 3. Other observations/comments:

N. Would you like to host another ECSU intern?

Evaluators Signature:

Date:

Please return to the Communication Department via fax or mail when the internship is completed.

Fax: (860) 465-5073  
Eastern Connecticut State University  
83 Windham Street – Communication Dept.  
Willimantic, CT 06226

Thank you.