



	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable	Comments
<b>PROFESSIONAL PERFORMANCE</b>						
Establishes work goals						
Successful in achieving goals						
Plans work to be accomplished						
Displays ability to organize people & resources						
Completes assignments on time						
Is punctual and reliable						
Displays capacity to motivate others						
Conducts self in professional manner						
Displays ability to communicate ideas						
Displays ability to work with others						
Other:						
<b>PROFESSIONAL KNOWLEDGE</b>						
Displays ability to apply conceptual knowledge in solving practical problems						
Displays knowledge of principles and methods applicable to work tasks						
Learns new methods and procedures quickly						
Demonstrates ability to think independently						
Shows interest in a variety of activities						
Shows eagerness to learn new skills						

Space is provided on the third page of this evaluation form for more lengthy comments about the intern's performance.

	Outstanding	Very Good	Satisfactory	Needs Improvement	Not Applicable	Comments
<b>PROFESSIONAL PERSONALITY</b>						
Shows enthusiasm for assigned tasks						
Is cheerful and friendly						
Exhibits pleasant, tasteful personal appearance						
Is courteous and tactful in difficult situations						
Displays an appropriate sense of humor						
Displays maturity in actions						
Is consistent and fair with co-workers						
Demonstrates flexibility						
Displays concern for others						
Other:						
<b>PROFESSIONAL ATTITUDE</b>						
Displays initiative and imagination						
Accepts assignments willingly						
Upholds the policies of the facility						
Demonstrates positive attitude with co-workers						
Demonstrates positive attitude with guests						
Accepts suggestions, direction and critical evaluation						
Offers opinions and suggestions at appropriate time and place						
Other:						

Space is provided on the third page of this evaluation form for more lengthy comments about the intern's performance.

**Comments**

Space is provided for additional comments concerning this evaluation. If more space is needed, please attach additional sheets or use the back of this form.

Student's Comments (Required)

Evaluator's Comments

Summary of Evaluation Conference:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PGM Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_