



STUDENT FINAL EVALUATION FORM

INSTRUCTIONS FOR SUPERVISOR

Please evaluate the student's work performance by completing and returning this form to Career Development.
This evaluation is part of the student's overall final grade

Please refer to 'Internship Supervisor Instructions'
document for **due date** and **submission instructions**.

Student Name		Major		Semester Worked	
Company					
Address					
City/State/Zip					

Please rate the student's performance in each of the following areas:

	Outstanding	Good	Acceptable	Marginal	Unacceptable
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/Application to work/learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To what extent did you find each of the following outcomes in the student you supervise:

	Much more than expected	More than expected	Met expectations	Less than expected	Much less than expected	Unable to rate
Area knowledge – has technical knowledge and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills – effectively relates to supervisor, co-workers, clients, customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Ability – readily grasps and masters requirements of position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening Skills – willingness to listen to input from others; ability to accept and use feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills – has effective oral and written communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills – has ability to identify problems and recommend solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements – meets commitments and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



What are the student's strengths?

What are the student's needs or areas of improvement?

Is this student's academic program oriented towards the needs of your organization?

☐ Yes

☐ No

What changes, if any, would you suggest to the academic curriculum of this student's major?

Has the student made any significant contribution(s) that you would like to note?

Would you consider hiring this student on a full time basis upon graduation?

☐ Yes

☐ No

Student Signature

Date

Supervisor Signature

Date

Supervisor Title

Student signature does not indicate agreement with the evaluation, only that it has been reviewed