



# Internship

## Student Performance Evaluation

**Student's Name** \_\_\_\_\_ **Date of Review** \_\_\_\_\_

**Internship Site** \_\_\_\_\_ **Site Supervisor's Name** \_\_\_\_\_

**TO THE INTERNSHIP SITE SUPERVISOR:** On a scale from **1 to 5**, please rate the intern's performance on the following objectives that apply. Check the box next to desired rating.

**Interpersonal Skills**

**Ability to get along with others**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Cooperative in team setting**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Ability to receive constructive criticism**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Other** \_\_\_\_\_

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Communication Skills**

**Exercises effective verbal and written reporting skills**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Displays appropriate electronic communication**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Asks questions pertaining to job tasks**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Follows instructions**

1	2	3	4	5
Unsatisfactory		Average	Outstanding	

**Other** \_\_\_\_\_

1	2	3	4	5
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Unsatisfactory

Average

Outstanding

**Student Name** \_\_\_\_\_

**Work Ethic Traits**

**Responsibility and dependability**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Meets attendance requirements**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Presents a neat appearance**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Manages time effectively**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Other** \_\_\_\_\_

1                      2                      3                      4                      5

---

Unsatisfactory                      Average                      Outstanding

**Problem Solving Skills**

**Able to recognize problems**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Takes initiative to deal with problems on the job**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Evaluates activities**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Uses results to develop new ideas**

1                      2                      3                      4                      5

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Unsatisfactory                      Average                      Outstanding

**Other** \_\_\_\_\_

1                      2                      3                      4                      5

---

Unsatisfactory                      Average                      Outstanding

**Student Name** \_\_\_\_\_

**Job/Technical Skills**

1	2	3	4	5
<hr/>				
Unsatisfactory		Average		Outstanding

**Overall Evaluation of Student’s Work**

1	2	3	4	5
<hr/>				
Unsatisfactory		Average		Outstanding

In your opinion, was the student taught the skills at Red Rocks Community College that are necessary to succeed in this industry? \_\_\_Yes \_\_\_No

If not, please explain which skills/courses Red Rocks could offer to better prepare our students.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a position were to become available within your organization, would you consider this intern student as a potential candidate? \_\_\_Yes \_\_\_No Please explain your response.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Internship Site Supervisor’s Signature

\_\_\_\_\_  
Date

The intern is responsible for giving this form to the Internship Site Supervisor for completion.

Please scan and email to [melissa.english@rrcc.edu](mailto:melissa.english@rrcc.edu) or mail to:  
Internship Services  
RRCC, 13300 West Sixth Avenue, Campus Box 10  
Lakewood, CO 80228-1255

If you have any questions, contact:  
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