

INTERNSHIP  
**Employer** Evaluation

Participant Name: \_\_\_\_\_ Talent Advisor: \_\_\_\_\_

Training Site: \_\_\_\_\_ Supervisor/Title: \_\_\_\_\_

Please evaluate student performance based on the following criteria:

Date of Review _____	Exceptional	Commendable	Average	Needs Improvement	Unacceptable	Does Not Apply
Arrives to work on time and completes shift						
Regularly exhibits good hygiene						
Is reliable						
Dresses appropriately for the job setting and task to be performed						
Is motivated to achieve on the job						
Looks for ways to improve self and job						
Is enthusiastic about work						
Works efficiently						
Uses company materials appropriately and ethically						
Follow safety procedures						
Is friendly and courteous						
Is a cooperative team member						
Cooperates with supervisors						
Accepts constructive criticism and suggestions for improvement						
Is flexible with changing job demands						
Performs/Produces quality work						
Works alone productively						
Uses time well; meets deadlines						
Pays attention to detail; is accurate and thorough						
Follows written and verbal instructions						
Learns and comprehends quickly						
Asks for assistance when needed						

Participant Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

1. Student Strengths/Weaknesses:

2. Areas that need improvement:

3. Please list specific skills this student has obtained which will help him/her accomplish his/her career objectives:

Overall Performance:

- Outstanding
- Very Good
- Average
- Marginal
- Unsatisfactory

Would this student be competitive in this career field?

- Yes
- No

Was this evaluation discussed with student?

- Yes
- No

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date