

## Final Internship Evaluation Form: Employer

Student \_\_\_\_\_ Internship Supervisor \_\_\_\_\_

Completion of this form by the internship site supervisor provides a valuable, objective evaluation of the student's abilities, characteristics, and growth, and it identifies areas requiring improvement. Please complete this form and email it to the Director of Undergraduate Studies: [ageex004@umn.edu](mailto:ageex004@umn.edu)

### Attitude:

- Very enthusiastic and interested in the job
- Shows interest most of the time
- Somewhat indifferent
- Definitely not interested

### Dependability:

- Completely reliable in following instructions
- Meets obligations with little need for supervision
- Requires careful supervision
- Requires frequent follow-up on routine duties
- Unreliable even under close supervision

### Work Initiative:

- Recognizes work to be done and does it without directions
- Does more than is assigned
- Does average amount of assigned work
- Sometimes tries to avoid work
- Low production, unreliable

### Cooperation:

- Good team worker, well accepted, tactful
- Works well with others
- Gets along satisfactorily
- Has difficulties working with others
- Unfriendly, rude, hard to get along with

### Quality of Work:

- Always does neat, accurate work
- Usually produces high quality work
- Produces acceptable work
- Usually produces inferior work
- Does almost no acceptable work

### Attendance and Punctuality:

- Never late or absent
- Very seldom absent or tardy
- Late or absent several times
- Attendance and punctuality was a problem

### Adaptability:

- Reacts very quickly to new situations
- Easily learns new duties if given time
- Routine worker, requires detailed instructions
- Slow to learn and accept new changes
- Unable to adjust to change

### Progress:

- Outstanding improvement
- Some improvement
- Failed to improve
- Does inadequate work

**Overall Performance:**  Outstanding  Very Good  Average  Marginal  Unsatisfactory

Do you feel this student is qualified for full-time employment in a field related to this internship?  Yes  No

Please comment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for improving the internship. \_\_\_\_\_

\_\_\_\_\_

This report has been discussed with the student.  Yes  No

\_\_\_\_\_  
Internship Site Supervisor's Signature

\_\_\_\_\_  
Date