

Mid-semester Employer Evaluation for Intern/Co-Op/REU Student

Student:	Employer:
Major:	Evaluator:
Semester:	Department:

INSTRUCTIONS: The immediate supervisor should evaluate the student objectively, comparing him/her/them with other personnel assigned the same or similarly classified jobs – or with individual standards. Please check the appropriate boxes below.

SECTION 1: Please rate the intern/co-op student below based on your impression of their performance level		
<p>PROFESSIONAL APPEARANCE: <i>Appropriately dressed for the internship position and your company culture</i></p> <p><input type="checkbox"/> Always well-dressed/ groomed <input type="checkbox"/> Usually well-dressed/groomed <input type="checkbox"/> Dress/grooming needs attention <input type="checkbox"/> Unsatisfactory dress/grooming</p>	<p>VERBAL COMMUNICATION: Clearly exchanging information, ideas, and facts, verbally, while utilizing active listening.</p> <p><input type="checkbox"/> Excellent verbal skills <input type="checkbox"/> Very good verbal skills <input type="checkbox"/> Good verbal skills <input type="checkbox"/> Fair verbal skills <input type="checkbox"/> Poor verbal skills <input type="checkbox"/> Did not observe/cannot judge</p>	<p>RELATIONSHIP WITH OTHERS: <i>Building positive, collaborative relationships to work effectively with diverse teams.</i></p> <p><input type="checkbox"/> Builds exceptional rapport with people <input type="checkbox"/> Works well with most people <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Some difficulty working with others <input type="checkbox"/> Works very poorly with others</p>
<p>PROFESSIONALISM: <i>Knowing work environments differ greatly, understanding and demonstrate effective work habits, and act in the interest of the larger community and workplace.</i></p> <p><input type="checkbox"/> Always conducted self in an appropriate/professional manner <input type="checkbox"/> Usually conducted self in an appropriate/professional manner <input type="checkbox"/> Sometimes conducted self in an appropriate/professional manner <input type="checkbox"/> Rarely conducted self in an appropriate/professional manner</p>	<p>WRITTEN COMMUNICATIONS: <i>Clearly exchanging information, ideas, and facts, via emails, notes, memos, letters, reports, and any other documents</i></p> <p><input type="checkbox"/> Excellent written skills <input type="checkbox"/> Very good written skills <input type="checkbox"/> Good written skills <input type="checkbox"/> Fair written skills <input type="checkbox"/> Poor written skills <input type="checkbox"/> Did not observe/cannot judge</p>	<p>TECHNOLOGY: <i>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</i></p> <p><input type="checkbox"/> Excellent technology <input type="checkbox"/> Very good computer skills <input type="checkbox"/> Good computer skills <input type="checkbox"/> Fair computer skills <input type="checkbox"/> Poor computer skills <input type="checkbox"/> Did not observe/cannot judge</p>
<p>CRITICAL THINKING: <i>Identifying and analyzing problems to reach sound conclusions and solutions.</i></p> <p><input type="checkbox"/> Exceptionally mature <input type="checkbox"/> Good decision-making skills <input type="checkbox"/> An average decision maker <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment</p>	<p>LEADERSHIP PROFICIENCY: Leveraging strengths to guide, motivate, and collaborate with others to achieve common goals.</p> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory</p>	<p>CAREER & SELF-DEVELOPMENT: <i>Proactively managing one's career, identifying strengths, and seeking opportunities for professional growth.</i></p> <p><input type="checkbox"/> Advanced <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Emerging <input type="checkbox"/> Beginner</p>
<p>CAREER READINESS: <i>Demonstrates the behaviors, mindset, and professional maturity to succeed in a professional role.</i></p> <p><input type="checkbox"/> Career-Ready <input type="checkbox"/> High Readiness <input type="checkbox"/> Moderately Ready <input type="checkbox"/> Low Readiness <input type="checkbox"/> Not Ready</p>	<p>QUALITY OF WORK:</p> <p><input type="checkbox"/> Excellent (<i>error-free</i>) <input type="checkbox"/> Good (<i>minimal errors made</i>) <input type="checkbox"/> Average (<i>acceptable errors</i>) <input type="checkbox"/> Fair (<i>several errors</i>) <input type="checkbox"/> Very poor (<i>too many errors</i>)</p>	<p>ACHIEVEMENT OF INTERNSHIP OBJECTIVES:</p> <p><input type="checkbox"/> Exceeded objectives <input type="checkbox"/> Met all objectives <input type="checkbox"/> Met most objectives <input type="checkbox"/> Failed to meet most objectives <input type="checkbox"/> Did not complete any objectives</p>

Grade recommended for this student (circle one): **A** **B** **C** **D** **F**

Please rate 1-5 the extent to which you feel this co-op assignment will contribute to the student's development of the following skills:

1 = none

2 = slightly

3 = moderately

4 = considerably

5 = tremendously

- | | 1 = none | 2 = slightly | 3 = moderately | 4 = considerably | 5 = tremendously | |
|------------------|-----------------|---------------------|-----------------------|-------------------------|-------------------------|--|
| 1 2 3 4 5 | | | | | | a. Ability to apply knowledge gained in academic studies. |
| 1 2 3 4 5 | | | | | | b. Ability to design and conduct experiments, as well as to analyze and interpret data. |
| 1 2 3 4 5 | | | | | | c. Ability to design a system, component, or process to meet desired needs. |
| 1 2 3 4 5 | | | | | | d. Ability to function on multi-disciplinary teams developing teamwork and leaderships skills. |
| 1 2 3 4 5 | | | | | | e. Ability to identify, formulate, and solve problems. |
| 1 2 3 4 5 | | | | | | f. Understanding of professional and ethical responsibility. |
| 1 2 3 4 5 | | | | | | g. Ability to communicate effectively both written and oral. |
| 1 2 3 4 5 | | | | | | h. Recognition of the need for and an ability to engage in life-long learning. |

Evaluator's Signature:

Date:

Student's Signature:

Date: