

**INTERNSHIP PROGRAM****EMPLOYER EVALUATION OF STUDENT PROGRESS**

Current Semester \_\_\_\_\_ 20\_\_\_\_

STUDENT NAME: \_\_\_\_\_

The purpose of this rating sheet is to:

- help the student to know his/her weaknesses and improve;
- aid the instructor in meeting the needs of the individual student;
- be used as a basis for grading the student;
- aid the employer in evaluating the exact status of the student so that he/she may help the student gain the appropriate knowledge of the respective job.

Please indicate your evaluation of this student by indicating 2, 4, 6, 8, or 10. Ten being the highest and two being the lowest. Shawnee Community College recommends you discuss this with the student if you feel appropriate.

2 – Unsatisfactory    4 – Below Average    6 – Average    8 – Above Average    10 – Superior

**200 Points Possible**

1. \_\_\_\_\_    **JOB SKILLS:** Student demonstrates competency in the skill areas necessary for good job performance.
2. \_\_\_\_\_    **JOB KNOWLEDGE:** Student understands job responsibilities and related company operations.
3. \_\_\_\_\_    **ALERTNESS:** Demonstrates ability to grasp instructions, meets changing conditions and problems.
4. \_\_\_\_\_    **ATTENDANCE:** Demonstrates regularity and reliability in maintaining company work hours.
5. \_\_\_\_\_    **DEPENDABILITY:** Requires minimum supervision, exceptionally reliable, and follows through on assignments.
6. \_\_\_\_\_    **INITIATIVE:** Demonstrates ability to originate or develop ideas, and takes the lead when appropriate -- plans ahead.
7. \_\_\_\_\_    **QUANTITY OF WORK:** Work is accurate, neat and thoroughly completed.
8. \_\_\_\_\_    **ATTITUDE/COOPERATION:** Establishes and maintains a cordial work climate, promotes harmony and enthusiasm, and displays a sincere interest in observing other employees.

9. \_\_\_\_\_ **JUDGMENT:** Recognizes important facts, sizes up a problem, secures and evaluates facts and reaches sound conclusions.
10. \_\_\_\_\_ **COMMUNICATIONS:** Demonstrates the ability to convey ideas and thoughts or pass along pertinent information to superiors, subordinates and peers either orally or written.
11. \_\_\_\_\_ **STABILITY:** Performs job calmly, efficiently and with tolerance under pressure.
12. \_\_\_\_\_ **PERSONAL HABITS:** Demonstrates orderliness, cleanliness in appearance of self and work area.
13. \_\_\_\_\_ **RESPONSE TO SUPERVISION:** Accepts and responds to supervision in a professional manner.
14. \_\_\_\_\_ **EDUCATION:** Applies educational background accordingly to the job.
15. \_\_\_\_\_ **FOLLOWS THROUGH:** Stays with a project or job until completed.
16. \_\_\_\_\_ **TIME:** Uses time wisely to the benefit of the business.
17. \_\_\_\_\_ **ORGANIZATIONAL SKILLS:** Ability to coordinate daily work routine.
18. \_\_\_\_\_ **PERSONALITY:** Suitable for job student is training for.
19. \_\_\_\_\_ **GROWTH POTENTIAL:** Student demonstrates the ability and desire to advance in chosen field.
20. \_\_\_\_\_ **OVERALL PERFORMANCE**

**Attendance**

- \_\_\_\_\_ Regular (Excellent) 100 PTS
- \_\_\_\_\_ Occasional Absence (Satisfactory) 75 PTS
- \_\_\_\_\_ Excessive Absence (Unsatisfactory) 25 PTS

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**(TO BE COMPLETED BY SUPERVISOR)**

Notable strengths or accomplishments of the student. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe students apparent weakness(es) and what he/she can do to overcome them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisors Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

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(TO BE COMPLETED BY STUDENT BEING EVALUATED)

Comments regarding evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that this evaluation was discussed with me on \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date