### Supervisor Internship Evaluation

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Supervisor's Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Host Organization**

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please rate the intern’s performance in the following areas using the numerical scale below:

- **5 = Superior** Consistently exceeded expectations
- **4 = Above Average** Sometimes exceeded expectations
- **3 = Average** Met expectations
- **2 = Below Average** Rarely met expectations
- **1 = Unsatisfactory** Did not meet expectations

### A. Work Quality
- Has technical skills needed for job
  - Please circle one: 1 2 3 4 5 n/a
- Performs job as expected
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates communication skills needed
  - Please circle one: 1 2 3 4 5 n/a

### B. Work Habits
- Has positive attitude
  - Please circle one: 1 2 3 4 5 n/a
- Is punctual and dependable
  - Please circle one: 1 2 3 4 5 n/a
- Appearance is appropriate
  - Please circle one: 1 2 3 4 5 n/a

### C. Listening & Oral Communication Skills
- Listens to others in an active and attentive manner
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates effective communication skills in one-on-one settings
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates effective communication skills in group settings
  - Please circle one: 1 2 3 4 5 n/a

### D. Ability/Willingness to Learn
- Shows willingness to learn/be taught by supervising personnel
  - Please circle one: 1 2 3 4 5 n/a
- Asks pertinent and purposeful questions
  - Please circle one: 1 2 3 4 5 n/a
- Accepts responsibility for mistakes and learns from experiences
  - Please circle one: 1 2 3 4 5 n/a

### E. Reading/Writing Skills
- Comprehends and follows written materials/instructions
  - Please circle one: 1 2 3 4 5 n/a
- Communicates ideas and concepts clearly in writing
  - Please circle one: 1 2 3 4 5 n/a
- Uses appropriate computer applications
  - Please circle one: 1 2 3 4 5 n/a

### F. Creative Thinking & Problem Solving
- Breaks down complex tasks/problems into manageable pieces
  - Please circle one: 1 2 3 4 5 n/a
- Seek outside resources; in addressing or managing problems
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates initiative in defining and solving non-routine problems
  - Please circle one: 1 2 3 4 5 n/a

### G. Professionalism/Potential for Growth & Advancement
- Exhibits a self-motivated approach to work
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates ability to set appropriate priorities/goals
  - Please circle one: 1 2 3 4 5 n/a
- Takes the initiative/is self-directed when appropriate
  - Please circle one: 1 2 3 4 5 n/a

### H. Interaction with Clients/Customers
- Relates well with clients/customers
  - Please circle one: 1 2 3 4 5 n/a
- Works effectively with clients/customers
  - Please circle one: 1 2 3 4 5 n/a

### I. Teamwork/Interaction with Colleagues
- Establishes effective working relationships with co-workers
  - Please circle one: 1 2 3 4 5 n/a
- Works within appropriate authority and decision-making channels
  - Please circle one: 1 2 3 4 5 n/a
- Accepts criticism in a professional and constructive manner
  - Please circle one: 1 2 3 4 5 n/a
- Accepts responsibility for his/her role in a problem or conflict situation
  - Please circle one: 1 2 3 4 5 n/a
- Demonstrates professionalism in addressing conflicts
  - Please circle one: 1 2 3 4 5 n/a

### J. Character Attributes
- Brings sense of values and integrity to the job
  - Please circle one: 1 2 3 4 5 n/a
- Respects the diversity (religious/cultural/ethnic) of co-workers
  - Please circle one: 1 2 3 4 5 n/a
K. Profession or Position-Specific Skills

Please note any professional skills that have not been listed and assess the intern accordingly.

______________________________________________________________________________

______________________________________________________________________________

L. Overall Performance

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

M. Comments: Please address the following questions.

What are the student’s strongest assets?

______________________________________________________________________________

What qualities and characteristics should the student strive to improve?

______________________________________________________________________________

Other observations/comments:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

N. Would you like to host another ECSU intern? YES_______ NO ________

Evaluator’s Signature: ___________________________________________ Date: __________________

Please return to the intern’s Faculty Advisor upon completion of internship.

Thank you.