

# Internship Employer Evaluation

## The Polytechnic School



### STUDENT INFORMATION AND EVALUATION

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Name of Student/Intern:  Semester of Internship:   
Internship Supervisor:  Date:

Please express your candid opinion of this intern as an employee by checking the appropriate box(es). Your feedback is earnestly solicited and appreciated.

**1. Personal Relationships**

- Especially compatible, friendly, and pleasant
- Reasonably congenial and receptive
- Antagonizing or difficult with others
- No occasion to observe

**2. Ability to Learn on the Job**

- Learns and progresses very quickly
- Average in learning
- Very slow to learn
- No occasion to observe

**3. Initiative and Ambition**

- Works on own initiative, finds things to do
- Works cheerfully under supervision; needs occasional help
- Requires prodding; shirks responsibility
- No occasion to observe

**4. Ability to Work Independently**

- Self-reliant and resourceful
- Requires occasional guidance
- Needs constant supervision and support
- No occasion to observe

**5. Background and Preparation for the Job**

- Excellently prepared
- Fairly well prepared
- Poorly prepared
- No occasion to observe

**6. Ability to Communicate**

- Exceptional writing and verbal abilities
- Ordinary ability to express thought
- Poor communicator
- No occasion to observe

**7. Work Attitude**

- Enthusiastic and industrious
- Average in diligence and interest
- Indifferent; not interested in work
- No occasion to observe

**8. Dependability**

- Completely dependable
- Usually dependable
- Unreliable, careless and neglectful
- No occasion to observe

**9. Judgment**

- Exceptionally mature
- Usually makes the right judgment
- Consistently uses poor judgment
- No occasion to observe

**10. Quality of Work**

- Excellent
- Average
- Very Poor
- No occasion to observe

**11. Intern's Attendance**

- Regular
- Irregular

**12. Punctuality**

- Regular
- Irregular

**ADDITIONAL FEEDBACK**

Please write a description of the qualifications and abilities of the intern, which have not been covered in the foregoing scales.

**1. What are the Intern's strengths?**

**2. Which abilities and/or characteristics need improvement?**

**3. Was the intern prepared for this internship opportunity?**

**4. Additional comments:**

**5. Overall Rating:**

- Excellent
- Very Good
- Average
- Marginal
- Poor

This technical report has , has not  been discussed with the intern. The employer representative should send this form to the email address noted below.

Company Name <input style="width: 90%;" type="text"/>	Supervisor Name <input style="width: 90%;" type="text"/>
Supervisor Title <input style="width: 90%;" type="text"/>	Supervisor Email <input style="width: 90%;" type="text"/>

**Internship Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluation must be submitted within 10 days of internship completion  
to the Internship Faculty Sponsor.**