



Fall Spring Summer Year: _____

MIDTERM EVALUATION

Fayetteville State University

Student Name: _____

Supervisor's Name: _____ Title/Position: _____

Host Organization: _____ Location (City, State): _____

Instructions:

- Please take the time to evaluate the student objectively. **Serious, careful assessment of the intern** will enable all parties—your organization, the student-intern, and Fayetteville State University—to gain the most from the experience.
- **Sign the form on the next page.**
- **Return the original of this form to the Internship Coordinator by the due date.** Keep a photocopy.

I. Please respond to the following statements.

- | | | |
|---|------------------------------|-----------------------------|
| 1. The student-intern reports to work as scheduled and on-time. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Dress and appearance of the student-intern are appropriate. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

II. Please rate the student's performance in the following areas, using the numerical scale below. Please elaborate on the page 2 of this form.

5. Exceptional	Consistently exceeds expectations
4. Commendable	Sometimes exceeds expectations
3. Good	Meets expectations
2. Uncomplimentary	Rarely meets expectations
1. Unsatisfactory	Does not meet expectations

Criteria	Rating				
	5	4	3	2	1
A. PERSONAL CHARACTERISTICS					
1. Cooperation					
2. Willingness to work					
3. Dependability					
4. Honest and Ethical					
5. Shows Initiative					
6. Shows Self-Confidence					
7. Appearance					
8. Courtesy and Tact					
9. Motivation & Enthusiasm					
10. Accepts Supervision					
11. Accepts Constructive Evaluation					
12. Professional Attitude					

Please continue this evaluation on the next page. Thank you!

Criteria	Rating					
	1	2	3	4	5	NA
B. GENERAL SKILLS & COMPETENCIES						
1. Communicates effectively in writing						
2. Demonstrates effective oral communication skills						
3. Asks pertinent and purposeful questions						
4. Handles multiple priorities efficiently and effectively						
5. Maintains responsibility for a task/ project until completion						
6. Is an effective "team player"						
7. Relates well with clients/customers						
8. Adapts well to the culture/environment of our workplace						
9. Exhibits a positive and professional attitude						
10. Shows initiative; is self-directed when appropriate						
INDUSTRY-SPECIFIC SKILLS (please identify below)						
1.						
2.						
3.						
Overall performance						

III. What improvements could be made by the intern to enhance his/her performance or future employment opportunities?

IV. Please provide additional comments or elaborate on any item from the previous page. Highlighting specific strengths or potential strengths of the intern as well as notable professional shortcomings will be especially helpful.

Evaluator's Signature: _____ Date: _____

Please discuss the intern's strengths and weaknesses with him/her in conjunction with this review.

Please mail or FAX to: Fayetteville State University
Office of Career Services, Attn: Daisy Osborn
Suite 230 School of Business and Economics
Fayetteville, NC 28301
FAX (910) 672 - 1684