



Fall
 Spring
 Summer
 Year: _____

Fayetteville State University

FINAL EVALUATION

Student Name: _____

Supervisor's Name: _____

Title/Position: _____

Host Organization: _____

Location (City, State): _____

Instructions:

- Please evaluate the student honestly and objectively.
- Please sign the form on the next page.
- Please return the original 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. Yes No
2. Dress and appearance of the student-intern are appropriate. Yes No

II. Please rate the student's performance in the following areas, using the numerical scale below.

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					
	1	2	3	4	5	NA
A. Work Habits						
1. Exhibits a positive and professional attitude						
2. Effectively handles routine problems and/or sees routine tasks through to their conclusion						
3. Effectively manages his/her time						
B. Ability/Willingness to Learn						
1. Shows willingness to learn/be taught by supervising personnel						
2. Asks pertinent and purposeful questions						
3. Seeks out and utilizes appropriate resources						
4. Accepts responsibility for mistakes and learns from experiences						
C. Reading/Writing/Computation Skills						
1. Comprehends and follows written materials/instructions						
2. Communicates ideas and concepts clearly in writing						
3. Uses appropriate mathematical procedures and/or computer applications						
D. Listening & Oral Communication Skills						
1. Listens to others in an active and attentive manner						
2. Demonstrates effective communication skills in one-on-one settings						
3. Demonstrates effective communication skills in group settings						
E. Creative Thinking & Problem Solving						
1. Breaks down complex tasks/problems into manageable pieces						
2. Incorporates a holistic perspective in addressing or managing problems						
3. Demonstrates initiative in defining and solving non-routine problems						

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

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Criteria	Rating					
	1	2	3	4	5	NA
F. Professionalism/Potential for Growth & Advancement						
1. Exhibits a self-motivated approach to work						
2. Demonstrates ability to set appropriate priorities/goals						
3. Takes the initiative/is self-directed when appropriate						
G. Teamwork/Interaction with Colleagues						
1. Establishes effective working relationships with co-workers						
2. Works within appropriate authority and decision-making channels						
3. Accepts criticism in a professional and constructive manner						
4. Accepts responsibility for his/her role in a problem or conflict situation						
5. Demonstrates professionalism in addressing conflicts						
H. Interaction with Clients/Customers						
1. Relates well with clients/customers						
2. Works effectively with clients/customers						
I. Character Attributes						
1. Brings a sense of values and integrity to the job						
2. Respects the diversity (religious/cultural/ethnic) of co-workers						
J. Profession or Position-Specific Skills Please note any professional skills or competencies that have not been listed and assess the intern accordingly.						
1.						
2.						
3.						
K. Overall Performance						

III. COMMENTS:

1. What are the student's **strongest assets**? _____

2. What qualities and characteristics should the student **strive to improve**? _____

3. Other observations/comments: _____

IV. Would you like to host another Fayetteville State University intern? Yes No

Evaluator's Signature: _____	Date: _____
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Please mail or FAX to: Fayetteville State University
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