**Evaluation Form: Internship Supervisor**

**Paid and Non-Paid Internships**

Please evaluate the student intern based on their work at your business or organization.

Intern’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professionalism** | | | | | |
|  | Strongly Disagree | Disagree | Agree | Strongly Agree | I Don’t Know |
| The student was punctual |  |  |  |  |  |
| The student communicated lateness or absences appropriately |  |  |  |  |  |
| The student maintained professional appearance |  |  |  |  |  |

**Additional Comments:**

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| --- | --- | --- | --- | --- | --- |
| **Communication** | | | | | |
|  | Strongly Disagree | Disagree | Agree | Strongly Agree | I Don’t Know |
| The student communicated clearly and professionally (verbally) |  |  |  |  |  |
| The student communicated clearly and professionally (written work) |  |  |  |  |  |
| The student took initiative and sought out opportunities to contribute |  |  |  |  |  |

**Additional Comments:**

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| --- | --- | --- | --- | --- | --- |
| **Problem Solving** | | | | | |
|  | Strongly Disagree | Disagree | Agree | Strongly Agree | I Don’t Know |
| The student showed sincere interest in understanding the organization, their role at the job, and assigned tasks |  |  |  |  |  |
| The student practiced sound judgment |  |  |  |  |  |
| The student sought out resources and/or asked for help when needed |  |  |  |  |  |

**Additional Comments:**

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