



Internship Supervisor Evaluation Form

Name:

Date:

Name of Internship Site (Organization):

Email: .

Student Intern's Name:

Please take a moment to note your observations of your student intern's performance and skills

	Excellent	Good	Fair	Poor	N/A
Quality <i>Accuracy, thoroughness, uses time & resources well, consistently delivers professional-quality work</i>					
Reliability <i>On time, arranges lateness/time off in advance, works the agreed upon # of hours</i>					
Responsive/Responsible <i>Takes direction, works independently, uses time efficiently, completes assigned tasks and meets deadlines</i>					
Attitudes Toward Work <i>Demonstrates a desire to learn, improve and contribute to the organization</i>					
Relations with Others <i>With supervisor, co-workers, customers; uses tact and diplomacy, accepts criticism, works cooperatively</i>					
Technical Knowledge <i>Possesses and applies relevant knowledge to real business situations</i>					
Writing Skills <i>Meets standards for business writing: correspondence, email, proposals, etc.</i>					
Verbal Skills <i>Professionally & appropriately communicates with constituents</i>					
Initiative <i>Self starter, resourceful, problem solver</i>					
Leadership potential <i>Asks questions, explores options, seeks solutions, sets priorities, manages tasks</i>					
Professional Appearance <i>Appropriate to the organization</i>					
Professional Behavior <i>Demonstrates interest in the issues, policies and organizations related to the field; acts appropriately in business contexts</i>					
Overall preparedness for workplace after graduation					
Overall Performance					

Three strengths demonstrated by the student intern:

Areas that need improvement or further development:

May we quote your statement in promotional materials regarding SPU internships? Yes No

Have you discussed this evaluation with your intern? Yes No

Please email this completed evaluation to Jake Carlson, Associate Director for Undergraduate Programs:

jake@spu.edu