

Employer's Performance Evaluation of Student Intern - Cabrini University - SAMPLE

INSTRUCTIONS:

This evaluation is extremely important in determining part of the student's grade for their internship experience. Please evaluate the student objectively, comparing him/her with other students of comparable academic levels, with other employees assigned the same or similar classified jobs, or with individual standards that you and your company/agency have established.

1. Student's first name

2. Student's last name

3. Student's Major (if known):

4. Student's title at company

5. Student's department

6. Employer (company) name

7. Employer address

8. Supervisor's first name

9. Supervisor's last name

10. Start date of internship

 

11. End date of internship

 

12. Anticipated total hours upon internship completion

13. Overall performance:

- Needs Improvement
- Fair
- Good
- Excellent

14. What traits may help the student's progress?

Enter your answer

15. What traits may hinder the student's progress?

Enter your answer

16. Comments on student's performance with specific incidents to illustrate your appraisal:

Enter your answer

17. Would you rehire this intern?

*If yes please note that the student is required to submit learning objectives that differ from their first internship.

- Yes
- No

18. Please share any comments on why you would or would not rehire this intern.

Enter your answer

19. Would you like to recruit additional Cabrini interns within your organization?

- Yes
- No
- Maybe

20. Has this student met or attempted to meet the Learning Objectives?

Enter your answer

21. Please rate the student's work attitude:

- Needs Improvement
- Fair
- Good
- Excellent

22. Please rate the student's capacity to work with others:

- Needs Improvement
- Fair
- Good
- Excellent

23. Please rate the student's judgment/decision making:

- Needs Improvement
- Fair

- Good
- Excellent

24. Please rate the student's quality of work:

- Needs Improvement
- Fair
- Good
- Excellent

25. Please rate the student's initiative:

- Needs Improvement
- Fair
- Good
- Excellent

26. Please rate the student's academic preparation:

- Needs Improvement
- Fair
- Good
- Excellent

27. Please rate the student's organizational skills:

- Needs Improvement
- Fair
- Good
- Excellent

28. Please rate the student's attendance/punctuality:

- Needs Improvement
- Fair
- Good
- Excellent

29. Please rate the student's verbal ability:

- Needs Improvement
- Fair
- Good
- Excellent

30. Please rate the student's writing ability:

- Needs Improvement
- Fair
- Good
- Excellent

31. Please rate the student's ability to learn:

- Needs Improvement
- Fair
- Good
- Excellent

32. Please rate the student's dependability:

- Needs Improvement
-

- Fair
- Good
- Excellent

33. Please rate the student's professional appearance:

- Needs Improvement
- Fair
- Good
- Excellent

34. I understand that if I would like to discuss any issues privately I can contact the Center for Career and Professional Development at 610-902-8304.

- Yes

35. I understand that the student's faculty coordinator will discuss this evaluation with the student. I know that I am encouraged to share feedback with the student prior to submitting this form.

- Yes

36. Please initial below to verify that this form was completed by the Internship supervisor.

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