

Performance Evaluation

North Seattle College Internship Program • 9600 College Way North, Seattle WA 98103-3599
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Student Information *(to be completed by student)*

Midterm Evaluation

Student _____ Phone _____ E-mail _____

Company _____ Internship title _____

Employer Information *(to be completed by employer)*

Supervisor Name: _____ Title _____

Supervisor Telephone _____ Fax _____ E-mail _____

Supervisor, please complete the evaluation of your intern. Provide score for overall performance and a check for each individual criteria. The intern is responsible for handing in the completed evaluation to the instructor. Discuss the completed evaluation with the intern.

4=Excellent

3=Very Good

2=Average

1=Needs Improvement

0=Not Apparent

Overall Punctuality (circle one)	4	3	2	1	0	Overall Attitude (circle one)	4	3	2	1	0
Arrives at work on time						Enthusiastic about work					
Attends work regularly						Has professional manner					
Arranges time off in advance						Shows initiative					
Completes tasks on time						Demonstrates flexibility					
Overall Quality of Work (circle one)	4	3	2	1	0	Overall Human Relations (circle one)	4	3	2	1	0
Performs quality work						Asks appropriate questions					
Checks work for errors						Works well in a group					
Increases skill mastery						Overall communication skills					
Deals with routine tasks						Accepts supervisor suggestions					

How would you describe the progress this student is making on his/her learning objectives?

What recommendation do you have for this student to improve performance in future internship/work experiences?

Other remarks:

Student Signature _____ Date _____

Employer Signature _____ Date _____