



## 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 \_\_\_\_\_