

FINAL PERFORMANCE EVALUATION Performance
Appraisal of Student Intern by Site Supervisor
Department of **Human** Sciences
Sam Houston State University

Student Name: _____

Date: _____

Directions: Rate the student intern on the following criteria using the rating scale below: (Additional information about this form is found on pg. 20 of the ~~Internship Handbook~~)

5 = Excellent 4 = Above Average 3 = Good 2 = Fair 1 = Poor NA = Not Able to Assess

Personal Characteristics

_____ Attendance/punctuality

_____ Integrity/honesty

_____ Assertiveness/tactful/flexibility

_____ Initiative/self-starter

_____ Ability to listen

_____ Maturity/attitude/friendliness

_____ Ability to accept criticism

_____ Professional grooming

_____ Communication/listening ability

_____ Reliability/follow through

_____ Decision making

_____ Voice, poise, dignity

_____ Enthusiasm

Comments

Professional Characteristics

_____ Creativity/problem solving

_____ Knowledge of systems & procedures

_____ Ability to assist customers/clients

_____ Quality of work performed

_____ Ability to learn new tasks

_____ Product knowledge

_____ Ability to work under pressure

_____ Quantity of work performed

_____ Accuracy in performing tasks

_____ Technical skills for area of study

_____ Adherence to company policies

_____ Met expected level of instruction

_____ Attention to work detail

_____ Computer proficiency (list in comments)

Comments

Interpersonal Skills:

_____ Courteousness

_____ Relationship with co-workers

_____ Relationship with supervisors

_____ Relationships with customers/clients

Comments

5 = Exceptional 4 = Above Average 3 = Good 2 = Fair 1 = Poor

How would you **rate the overall performance** of the student intern using the scale above? _____

In which areas did the student intern demonstrate major strengths in work performance?

In which areas did the student intern demonstrate a need for improvement?

Would you recommend hiring this student intern if a