

Employer Supervisor Evaluation of GFCB Student Intern

Intern Name: _____

Semester: Fall Spring Summer

Employer: _____

Supervisor/Job Title: _____

Please use the following scale to indicate the student's performance in each of the described areas:

BA – Below Average A – Average VG – Very Good O- Outstanding N/A – Not Applicable

Student Intern Performance	Interns' Work Habits and Presentation of Intern
	Is punctual and dependable
	Conforms to expected organizational norms
	Effectively utilizes time and resources at hand
	Takes initiative
	Dresses appropriately for the environment
	Demonstrates a positive attitude

Other (Please specify):

Student Intern Performance	Interns' Task Performance
	Completes assigned tasks
	Shows good judgement about when to ask for assistance
	Pays attention to detail
	Demonstrates adequate written communication skills
	Manages time
	Demonstrates adequate verbal communication skills
	Meets goals and deadlines
	Understands and follows directions

Other (Please specify):

Student Intern Performance	Interns' Skills in Human Relations
	Is a good listener, attentive
	Demonstrates tact
	Has tolerance for ambiguity
	Asserts own views and concerns effectively
	Is sensitive to the needs of others
	Deals with unexpected problems promptly and effectively

Other (please specify)

Student Intern Performance	Interns' Attitude
	Works well with others
	Demonstrates an active desire to learn
	Open to direction and supervision
	Accepts and makes use of constructive criticism
	Is inquisitive
	Respects the opinion of others
	Willing to accept challenges
	Demonstrates problem solving orientation
	Has high desire for achievement

Other (please specify):

What do you consider to be the intern's greatest strength's?

In what areas do you feel the intern could improve?

How do you feel your industry/job description fits the interns' needs and abilities?

Did the intern make useful contributions to the organization? Please Describe.

Other Comments concerning the intern and his/her work ethic.

Any comments regarding GFCB internship program?

Supervisor's Signature: _____

Date: _____

Intern's Signature: _____

Date: _____

Submit to: Monica Duvall, *Internship Coordinator Gordon Ford College of Business, Western Kentucky University*

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