

**Ferris State University**  
 College of Business  
 Sports, Entertainment, & Hospitality Management Department  
 Hospitality Programs  
**Employer's Internship Evaluation**

**Student** \_\_\_\_\_ **Position** \_\_\_\_\_

**Company** \_\_\_\_\_

**Directions for rating:** Please circle the number which you believe best describes the student's performance relative to the trait being evaluated. If you did not have the opportunity to observe the trainee's performance relative to the trait being evaluated or feel that you lack the sufficient knowledge upon which to base an accurate appraisal, circle the X in the extreme right hand column. Please use the space provided below each category to extend your evaluation into areas not covered or to make any qualifying statements deemed necessary. When making your appraisal, please use the following criteria:

- |   |  |
|---|--|
| <p><b>5. Excellent</b><br/> <b>4. Good (above average)</b><br/> <b>3. Average</b></p> | <p><b>2. Poor (below average)</b><br/> <b>1. Unsatisfactory</b><br/> <b>X. No opportunity to observe</b></p> |
|---|--|

**Personal Character Traits**

Maturity	1	2	3	4	5	X	Self-Confidence	1	2	3	4	5	X
Judgment	1	2	3	4	5	X	Cooperativeness	1	2	3	4	5	X
Enthusiasm	1	2	3	4	5	X	Tact & Courtesy	1	2	3	4	5	X
Dependable	1	2	3	4	5	X	Resourcefulness	1	2	3	4	5	X
Initiative	1	2	3	4	5	X	Honesty/Integrity	1	2	3	4	5	X
Perseverance	1	2	3	4	5	X	Interpersonal Relations	1	2	3	4	5	X

Comments: \_\_\_\_\_

**Work-Related Character Traits**

Attitude towards work	1	2	3	4	5	X
Attitude towards superiors	1	2	3	4	5	X
Willingness to learn	1	2	3	4	5	X
Ability to think and act independently	1	2	3	4	5	X
Ability to follow directions	1	2	3	4	5	X
Ability to learn and supervise	1	2	3	4	5	X
Ability to conform to rules and regulations	1	2	3	4	5	X
Ability to communicate in oral expression	1	2	3	4	5	X
Ability to communicate in written expression	1	2	3	4	5	X

Comments: \_\_\_\_\_

**Personal Appearance**

Cleanliness	1	2	3	4	5	X
Neatness	1	2	3	4	5	X
Appropriate Attire	1	2	3	4	5	X

Comments: \_\_\_\_\_

**Work Performance**

Amount of work accomplished	1	2	3	4	5	X
Speed in performing work	1	2	3	4	5	X
Quality of work	1	2	3	4	5	X
Organization of work	1	2	3	4	5	X
Improvements	1	2	3	4	5	X

Comments: \_\_\_\_\_

**General Knowledge and Understanding of Business**

General Knowledge and Understanding of Business	1	2	3	4	5	X
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Comments: \_\_\_\_\_

**Attendance**

Number of days absent: \_\_\_\_\_ Number of days late: \_\_\_\_\_

What pleased you most about this trainee's performance?

\_\_\_\_\_  
\_\_\_\_\_

What specific factors in this trainee's performance require improvement?

\_\_\_\_\_  
\_\_\_\_\_

**Return to:**

Julie A. Doyle, CHE  
Program Coordinator  
Hospitality Programs  
Ferris State University  
1319 Cramer Circle, WCO-106  
Big Rapids, MI 49307

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date