

Ferris State University

EMPLOYER'S EVALUATION OF INTERNSHIP STUDENT

Student Name

Date

Supervisor's Name

Title

Supervisor's Telephone

Supervisor's Email

Company Name |Address

INSTRUCTIONS: The immediate supervisor is asked to evaluate the student objectively, comparing him/her with other students of comparable academic level, similar age and experience groups, and with other personnel assigned to the same or similarly classified jobs.

ATTITUDE-APPLICATION TO WORK

- _____ Outstanding in enthusiasm
- _____ Very interested and industrious
- _____ Average in diligence and interest
- _____ Somewhat indifferent
- _____ Definitely not interested

ABILITY TO LEARN

- _____ Learned work exceptionally well
- _____ Learned work readily
- _____ Average in understanding work
- _____ Rather slow in learning
- _____ Very slow to learn

DEPENDABILITY

- _____ Completely dependable
- _____ Above average in dependability
- _____ Usually dependable
- _____ Sometimes neglectful or careless
- _____ Unreliable

INITIATIVE

- _____ Proceeds well on his own
- _____ Goes ahead independently at times
- _____ Does all assigned work
- _____ Hesitates
- _____ Must be pushed frequently

QUALITY OF WORK

- _____ Excellent
- _____ Very Good
- _____ Average
- _____ Below average
- _____ Very poor

RELATIONS WITH OTHERS

- _____ Exceptionally well accepted
- _____ Works well with others
- _____ Gets along satisfactorily
- _____ Has difficulty working with others

MATURITY-POISE

- _____ Quite poised and confident
- _____ Has good self-assurance
- _____ Average maturity and poise
- _____ Seldom asserts himself
- _____ Timid
- _____ Brash

QUANTITY OF WORK

- _____ Usually high output
- _____ More than average
- _____ Normal amount
- _____ Below average
- _____ Low output, slow

JUDGEMENT

- _____ Exceptionally mature in judgement
- _____ Above average in making decisions
- _____ Usually makes the right decision
- _____ Often uses poor judgement
- _____ Consistently uses bad judgement

ATTENDANCE

- _____ Regular
- _____ Irregular

PUNCTUALITY

- _____ Regular
- _____ Irregular

What is your opinion of the future success of this intern in the heavy equipment field?

_____ Excellent _____ Very Good _____ Average _____ Below Average _____ Very Poor

Additional Comments

How would you rate this intern's overall performance (please check the appropriate grade).

<u>Outstanding</u>		<u>Very Good</u>		<u>Average</u>		<u>Marginal</u>		<u>Unsatisfactory</u>		
A	A-	B+	B	B-	C+	C	C-	D+	D	F

What strong characteristics does this intern possess?

What weak characteristics do you feel may hinder this intern's future success?

Is this intern the type of person you consider for permanent employment? (NOTE: An affirmative answer does not commit you to hire this intern.)

Did you discuss this evaluation with the intern: _____ Yes _____ No

Supervisor's Signature _____