

Employer Evaluation of Intern's Performance

Please discuss this evaluation with the student intern.

Student Name _____ Employment dates _____ to _____
 Company Name _____ Department _____
 Company Address _____
 City _____ State _____ Zip _____

1. List the essential functions and duties of the intern during employment:

2. The intern completed _____ hours per week over _____ weeks of the professional field experience.

3. Performance and Work Habits

The performance categories and work habits in the following chart are generally applicable to most employment positions. Please provide feedback on the intern's performance and cite examples to support your evaluation.

Category	Below Average	Average	Above Average	Examples
Quality of Work				
Analytical Ability				
Communication Skills				
Team Work Skills				
Computer Skills				
Professionalism				
General Attitude				

4. The intern's overall performance could best be described as:

___ Below average ___ Average ___ Above average ___ Excellent

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5. Areas for Improvement

Considering the intern's overall performance, please identify any potential areas for improvement.

6. Preparedness and Skills

The following chart requests your evaluation of the student's preparedness and skills.

Category	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The student is knowledgeable about current business trends and events.					
The student is academically prepared to secure an entry-level position in your firm.					
The student can think critically.					
The student demonstrates potential for solving problems in a dynamic environment.					
The student has the capacity to function effectively in a multi-cultural and/or demographically diverse environment.					
The student understands the legal and ethical implications of business decisions.					

7. What skills should the student acquire to increase his/her value to your organization?

8. Would you rehire this individual? ____ Yes ____ No Comments:

Reviewing Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Please return this form upon the completion of the student's professional field experience to:
WVU College of Business and Economics
Center for Career Development
PO Box 6025
Morgantown, WV 26506