



Work Supervisor's Evaluation

To be completed by the intern's immediate supervisor and submitted to the JJCBE

Student's Name:		Organization Name:	
Supervisor's Name:		Supervisor's Email:	
As this intern's immediate supervisor, we request your candid opinion of this student as an employee. Praise, criticisms, and comments are earnestly solicited. This information will be utilized for evaluation and guidance of the student. Thank you!			
RELATIONS WITH OTHERS		ATTITUDE-APPLICATION TO WORK	
<input type="checkbox"/> Exceptionally well accepted		<input type="checkbox"/> Outstanding in enthusiasm	
<input type="checkbox"/> Works well with others		<input type="checkbox"/> Very interested and industrious	
<input type="checkbox"/> Gets along satisfactorily		<input type="checkbox"/> Average in diligence and interest	
<input type="checkbox"/> Has some difficulty working with others		<input type="checkbox"/> Somewhat indifferent	
<input type="checkbox"/> Works very poorly with others		<input type="checkbox"/> Definitely not interested	
JUDGMENT		DEPENDABILITY	
<input type="checkbox"/> Exceptional judgment		<input type="checkbox"/> Completely dependable	
<input type="checkbox"/> Above average in making decisions		<input type="checkbox"/> Above average in dependability	
<input type="checkbox"/> Usually makes the right decisions		<input type="checkbox"/> Usually dependable	
<input type="checkbox"/> Sometimes makes poor decisions		<input type="checkbox"/> Sometimes neglectful or careless	
<input type="checkbox"/> Consistently uses bad judgment		<input type="checkbox"/> Unreliable	
WRITTEN COMMUNICATION SKILLS (incl. email)		ORAL COMMUNICATION SKILLS	
<input type="checkbox"/> Exceptionally good		<input type="checkbox"/> Exceptionally good	
<input type="checkbox"/> Above average		<input type="checkbox"/> Above average	
<input type="checkbox"/> Average		<input type="checkbox"/> Average	
<input type="checkbox"/> Below average		<input type="checkbox"/> Below average	
<input type="checkbox"/> Unacceptable		<input type="checkbox"/> Unacceptable	
ABILITY TO LEARN		QUALITY OF WORK	
<input type="checkbox"/> Learns very quickly		<input type="checkbox"/> Excellent	
<input type="checkbox"/> Learns readily		<input type="checkbox"/> Very good	
<input type="checkbox"/> Average in learning		<input type="checkbox"/> Average	
<input type="checkbox"/> Rather slow to learn		<input type="checkbox"/> Below average	
<input type="checkbox"/> Very slow to learn		<input type="checkbox"/> Very poor	
ATTENDANCE		PUNCTUALITY	
<input type="checkbox"/> Regular		<input type="checkbox"/> Regular	
<input type="checkbox"/> Irregular		<input type="checkbox"/> Irregular	
OVERALL RATING			
<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Poor			

Note: In order to meet grading deadlines, please submit this written evaluation to the College of Business by the end of the semester (approx. mid-December, late April or early August.) THANK YOU!

