**FORM F**

Internship Program

EMPLOYER’S FINAL EVALUATION

Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Rating of Student’s Characteristics:

Using the rating scale outlined below, please evaluate the following characteristics for the above

named student. If the student made noticeable improvement in any of the characteristics during

his/her program, also check column two.

Rating Scale

1 = Excellent 3 = Average

2 = Very Good 4 = Unsatisfactory

Check if improved since

Characteristics Rating the beginning of the program

Ability to Learn \_\_\_\_\_\_ \_\_\_\_\_\_

Interest in Learning \_\_\_\_\_\_ \_\_\_\_\_\_

Speed of completing responsibilities \_\_\_\_\_\_ \_\_\_\_\_\_

Ability to perform without supervision \_\_\_\_\_\_ \_\_\_\_\_\_

Willingness to receive guidance \_\_\_\_\_\_ \_\_\_\_\_\_

Relationships with other employees \_\_\_\_\_\_ \_\_\_\_\_\_

Dependability and reliability \_\_\_\_\_\_ \_\_\_\_\_\_

Judgement \_\_\_\_\_\_ \_\_\_\_\_\_

Personal appearance \_\_\_\_\_\_ \_\_\_\_\_\_

Enthusiasm \_\_\_\_\_\_ \_\_\_\_\_\_

Courtesy \_\_\_\_\_\_ \_\_\_\_\_\_

Over-all performance \_\_\_\_\_\_ \_\_\_\_\_\_

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B. General Questions:

1. Beginning wage: \_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_

Final wage: \_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_

2. Did the student earn the wages he received? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What characteristics did you like most about this student?

4. In what ways can the student improve?

5. Do you have complete confidence in this student’s honesty?

6. Other comments, particularly related to the value of the internship program.

7. Circle the number that best gives an over-all evaluation of this particular internship.

Outstanding\_\_\_\_\_\_Excellent\_\_\_\_\_\_Good\_\_\_\_\_\_Fair\_\_\_\_\_\_Poor

10 9 8 7 6 5 4 3 2 1

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

(Signature of Employer and Date)