

# WORK SUPERVISOR'S EVALUATION

## Internship Program

### College of Business, Montana State University-Bozeman

INTERN'S NAME \_\_\_\_\_

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!

<p>RELATIONS WITH OTHERS</p> <p><input type="checkbox"/> Exceptionally well accepted</p> <p><input type="checkbox"/> Works well with others</p> <p><input type="checkbox"/> Gets along satisfactorily</p> <p><input type="checkbox"/> Has some difficulty working with others</p> <p><input type="checkbox"/> Works very poorly with others</p>	<p>ATTITUDE--APPLICATION TO WORK</p> <p><input type="checkbox"/> Outstanding in enthusiasm</p> <p><input type="checkbox"/> Very interested and industrious</p> <p><input type="checkbox"/> Average in diligence and interest</p> <p><input type="checkbox"/> Somewhat indifferent</p> <p><input type="checkbox"/> Definitely not interested</p>
<p>JUDGMENT</p> <p><input type="checkbox"/> Exceptional judgment</p> <p><input type="checkbox"/> Above average in making decisions</p> <p><input type="checkbox"/> Usually makes the right decision</p> <p><input type="checkbox"/> Sometimes makes poor decisions</p> <p><input type="checkbox"/> Consistently uses bad judgment</p>	<p>DEPENDABILITY</p> <p><input type="checkbox"/> Completely dependable</p> <p><input type="checkbox"/> Above average in dependability</p> <p><input type="checkbox"/> Usually dependable</p> <p><input type="checkbox"/> Sometimes neglectful or careless</p> <p><input type="checkbox"/> Unreliable</p>
<p>WRITTEN COMMUNICATION SKILLS (incl. EMAIL)</p> <p><input type="checkbox"/> Exceptionally good</p> <p><input type="checkbox"/> Above average</p> <p><input type="checkbox"/> Average</p> <p><input type="checkbox"/> Below average</p> <p><input type="checkbox"/> Unacceptable</p>	<p>ORAL COMMUNICATION SKILLS</p> <p><input type="checkbox"/> Exceptionally good</p> <p><input type="checkbox"/> Above average</p> <p><input type="checkbox"/> Average</p> <p><input type="checkbox"/> Below average</p> <p><input type="checkbox"/> Unacceptable</p>
<p>ABILITY TO LEARN</p> <p><input type="checkbox"/> Learns very quickly</p> <p><input type="checkbox"/> Learns readily</p> <p><input type="checkbox"/> Average in learning</p> <p><input type="checkbox"/> Rather slow to learn</p> <p><input type="checkbox"/> Very slow to learn</p>	<p>QUALITY OF WORK</p> <p><input type="checkbox"/> Excellent</p> <p><input type="checkbox"/> Very good</p> <p><input type="checkbox"/> Average</p> <p><input type="checkbox"/> Below average</p> <p><input type="checkbox"/> Very poor</p>

Over please ↗

ATTENDANCE:  Regular  Irregular

PUNCTUALITY:  Regular  Irregular

OVERALL RATING:  Excellent  Very good  Average  Marginal  Poor

**COMMENTS:**

**SPECIFIC SUGGESTIONS:**

This report has been discussed with the intern.  YES  NO

Work-site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Please return form to:**

College of Business  
Internship Program  
PO Box 173040  
Montana State University–Bozeman  
Bozeman, MT 59717-3040  
Phone: (406) 994-6796  
FAX: (406) 994-6206

**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!**