



Cuyahoga Community College Employer Evaluation of Student Intern

Student Name: _____ Date: _____ Campus: _____

Position: _____ Assignment term: Year _____

Company: _____ Supervisor: _____

Supervisor Phone: _____ Email: _____

Career Center Coach: _____

This Final evaluation will provide valuable feedback to the student regarding his/her performance level. You are encouraged to provide specific suggestions for the student's professional growth.

EVALUATION OF OVERALL PROFESSIONALISM AND PERSONAL DEVELOPMENT

Please rate student's work performance by circling the appropriate number:

1- Poor 2 – Average 3- Good 4 - Excellent N/A – Does not apply to position

#	Description	1	2	3	4	N/A
1	Written communication is clear, well organized and concise	1	2	3	4	N/A
2	Oral communication is clear, well organized and easily understood	1	2	3	4	N/A
3	Social interaction, works in harmony with others, congenial and helpful	1	2	3	4	N/A
4	Open to learning from supervisor and co-workers	1	2	3	4	N/A
5	Attention to accuracy and detail	1	2	3	4	N/A
6	Possesses sufficient technical knowledge and ability to accomplish work tasks	1	2	3	4	N/A
7	Gains knowledge of information sources for research and development	1	2	3	4	N/A
8	Processes data or ideas and draws conclusions based on information	1	2	3	4	N/A
9	Problem solving capability with innovation as needed	1	2	3	4	N/A
10	Quality of work (as intended, neat and complete)	1	2	3	4	N/A
11	Effectiveness of work (produces reasonable and error free results)	1	2	3	4	N/A
12	Shows a willingness to follow directions	1	2	3	4	N/A
13	Displays enthusiasm, diligence and interest in work assignments	1	2	3	4	N/A
14	Is dependable and reliable in work tasks and level of performance	1	2	3	4	N/A
15	Is able to set priorities for work while responding to departmental needs	1	2	3	4	N/A
16	Shows initiative in follow-through with work assignments	1	2	3	4	N/A
17	Is flexible/adaptable to multiple changing priorities	1	2	3	4	N/A
18	Can assume a leadership role when appropriate	1	2	3	4	N/A
19	Is appropriate in dress and grooming	1	2	3	4	N/A
20	Is conscientious in maintaining work schedules, hours and starting time	1	2	3	4	N/A
21	Displays professional behavior and professional attitude	1	2	3	4	N/A
22	Demonstrates creativity by offering new and imaginative ideas	1	2	3	4	N/A

AREAS OF STRENGTH

AREAS FOR DEVELOPMENT

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ADDITIONAL COMMENTS:

Student Signature: _____ **Date:** _____

Student Printed Name: _____

Supervisor Signature: _____ **Date:** _____

Supervisor Printed Name: _____ **Title:** _____