

## Final Evaluation Form for Internship Kentucky Wesleyan College

IMPORTANT – this form is for your information ONLY. The actual evaluation will be completed online at <http://bit.ly/kwcSiteSupervisorEval>

Student Intern: \_\_\_\_\_

Onsite Supervisor's Name (please print): \_\_\_\_\_

Phone/Email Address: \_\_\_\_\_

1. Describe the intern's primary work responsibilities:

2. Please estimate the total number of hours of work performed by the intern this semester: \_\_\_\_\_

3. Please rate the student intern using the following criteria on a scale of 1 to 5:

(1) Unacceptable (2) Needs improvement (3) Acceptable (4) Exceeds expectations (5) Not applicable

\_\_\_\_\_ Dependability  
\_\_\_\_\_ Spoken Communication  
\_\_\_\_\_ Writing Skills  
\_\_\_\_\_ Attitude  
\_\_\_\_\_ Professional Skills  
\_\_\_\_\_ Initiative  
\_\_\_\_\_ Time Management

\_\_\_\_\_ Problem-solving  
\_\_\_\_\_ Computer Skills  
\_\_\_\_\_ Performance of Necessary Tasks  
\_\_\_\_\_ Interaction with Others  
\_\_\_\_\_ Ability to Make Contributions  
\_\_\_\_\_ Overall Quality of Work

Comments on the skills observed:

4. What suggestions would you offer the student intern for skill development for future employment?

5. If you were able, would you hire this student? \_\_\_\_\_ Yes \_\_\_\_\_ Maybe \_\_\_\_\_ No

6. Please assign a final grade based on the student intern's work performance \_\_\_\_\_  
Unacceptable=F Minimal=D Acceptable=C Superior=B Outstanding=A

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Date