

# Goshen College Employer Evaluation of Student Intern

Student: \_\_\_\_\_ Organization: \_\_\_\_\_

5	Exceptional	(Always demonstrates this ability; consistently exceeds expectations)
4	Commendable	(Usually demonstrates this ability; sometimes exceeds expectations)
3	Fair	(Sometimes demonstrates this ability; meets expectations)
2	Uncomplimentary	(Seldom demonstrates this ability; rarely meets expectations)
1	Unsatisfactory	(Never demonstrates this ability; does not meet expectations)

If any criteria are not applicable to this internship experience, please leave the response blank.

1      2      3      4      5

## A. Ability to Learn

1. Asks pertinent and purposeful questions
2. Seeks out and utilizes appropriate resources
3. Accepts responsibility for mistakes and learns from experiences

## B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials
2. Communicates ideas and concepts clearly in writing
3. Works with mathematical procedures appropriate to the job

## C. Listening and Oral Communication Skills

1. Listens to others in an active and attentive manner
2. Effectively participates in meetings or group settings
3. Demonstrates effective verbal communication skills

## D. Creative Thinking and Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces
2. Brainstorms/develops options and ideas
3. Demonstrates an analytical capacity

## E. Professional and Career Development Skills

1. Exhibits self-motivated approach to work
2. Demonstrates ability to set appropriate priorities/goals
3. Exhibits professional behavior and attitude

## F. Interpersonal and Teamwork Skills

1. Manages and resolves conflict in an effective manner
2. Supports and contributes to a team atmosphere
3. Demonstrates assertive but appropriate behavior

**G. Organizational Effectiveness Skills**

1            2            3            4            5

1. Seeks to understand and support organization's mission/goals
2. Fits in with the norms and expectations of the organization
3. Works within decision-making channels

**H. Basic Work Habits**

1. Reports to work as scheduled and on-time
2. Exhibits a positive and constructive attitude
3. Dress and appearance are appropriate for the organization

**I. Character Attributes**

1. Brings sense of values and integrity to job
2. Behaves in ethical manner
3. Respects diversity (religious/cultural/ethnic) of co-workers

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

1            2            3            4            5

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**K. Comments:**

Additional comments can be added on separate sheet.

**Overall Performance** (if I were to rate the intern at the present time)

Unsatisfactory		Poor		Average		Good		Outstanding		
0	1	2	3	4	5	6	7	8	9	10

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Phone: \_\_\_\_\_