

Student _____	SID _____
Job Title _____	Program: Office Professional
Parkland Internship Supervisor _____	
Company Trainer's Name _____	
Company Name _____	Tuition Waiver yes ____ no ____
Title _____	Phone _____

Please evaluate the intern's skill level using a scale of 1 to 5. If there was insufficient opportunity to observe the intern in any of the following situations, please circle NA (not applicable).

The intern:

Agree

Disagree

Soft Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1. illustrated enthusiasm and willingness to learn. | 5 | 4 | 3 | 2 | 1 | NA |
| 2. presented an appropriate appearance. | 5 | 4 | 3 | 2 | 1 | NA |
| 3. established a reliable attendance record. | 5 | 4 | 3 | 2 | 1 | NA |
| 4. was punctual. | 5 | 4 | 3 | 2 | 1 | NA |
| 5. demonstrated proficient verbal communication. | 5 | 4 | 3 | 2 | 1 | NA |
| 6. demonstrated proficient nonverbal communication. | 5 | 4 | 3 | 2 | 1 | NA |
| 7. demonstrated effective written communication skills. | 5 | 4 | 3 | 2 | 1 | NA |

Interpersonal Skills

- | | | | | | | |
|---|---|---|---|---|---|----|
| 8. worked well with co-workers. | 5 | 4 | 3 | 2 | 1 | NA |
| 9. worked well with superiors. | 5 | 4 | 3 | 2 | 1 | NA |
| 10. worked well with customers/clients. | 5 | 4 | 3 | 2 | 1 | NA |

Technical Skills

- | | | | | | | |
|--|---|---|---|---|---|----|
| 11. performed high quality work. | 5 | 4 | 3 | 2 | 1 | NA |
| 12. used the telephone appropriately. | 5 | 4 | 3 | 2 | 1 | NA |
| 13. proofread documents correctly. | 5 | 4 | 3 | 2 | 1 | NA |
| 14. worked well with technology. | 5 | 4 | 3 | 2 | 1 | NA |
| 15. completed the required amount of work in a timely manner | 5 | 4 | 3 | 2 | 1 | NA |

Overall

- | | | | | | | |
|---|---|---|---|---|---|--|
| 16. Overall performance of the intern was excellent. | 5 | 4 | 3 | 2 | 1 | |
| 17. I will recommend this intern for future employment. | 5 | 4 | 3 | 2 | 1 | |

Type of work assignments completed: _____

What traits may help or hinder the student's advancement? _____

Other comments on performance: _____

Student Intern's signature _____ Date _____

Company Trainer's signature _____ Date _____

Parkland Supervisor's signature _____ Date _____