



Business/Computer Science and Technologies

# Employer's Student Evaluation

Business Administrative Technology

Student \_\_\_\_\_ SID \_\_\_\_\_

Job Title \_\_\_\_\_

Parkland Internship Supervisor \_\_\_\_\_

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Trainer \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_ 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).

<b>The Intern:</b>	<b>Agree</b>					<b>Disagree</b>
<i>Soft Skills</i>						
1. Illustrated enthusiasm and willingness to learn.	5	4	3	2	1	N/A
2. Presented an appropriate appearance.	5	4	3	2	1	N/A
3. Established a reliable attendance record.	5	4	3	2	1	N/A
4. Was punctual.	5	4	3	2	1	N/A
5. Demonstrated proficient verbal communication.	5	4	3	2	1	N/A
6. Demonstrated proficient nonverbal communications.	5	4	3	2	1	N/A
7. Demonstrated effective written communication skills.	5	4	3	2	1	N/A
<i>Interpersonal Skills</i>						
8. Worked well with co-workers.	5	4	3	2	1	N/A
9. Worked well with superiors.	5	4	3	2	1	N/A
10. Worked well with customers and clients.	5	4	3	2	1	N/A
<i>Technical Skills</i>						
11. Performed high quality work	5	4	3	2	1	N/A
12. Used the telephone appropriately.	5	4	3	2	1	N/A
13. Proofread documents correctly.	5	4	3	2	1	N/A
14. Worked well with technology.	5	4	3	2	1	N/A
15. Completed the required amount of work in a timely manner.	5	4	3	2	1	N/A
<i>Overall</i>						
16. Overall performance of the intern was excellent.	5	4	3	2	1	N/A
17. I will recommend this intern for future employment.	5	4	3	2	1	N/A

Type of work assignments completed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Other comments on performance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

Intern _____	Date _____
Trainer _____	Date _____
Supervisor _____	Date _____