

**MANAGEMENT DEPARTMENT
SOUTHWEST MINNESOTA STATE UNIVERSITY**

EMPLOYER FORM FOR EVALUATION OF STUDENT INTERN

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

STUDENT NAME _____ **MUSTANG ID#** _____

COOPERATING EMPLOYER _____ **DATE** _____

ATTENDANCE _____ Regular _____ Irregular

PUNCTUALITY _____ Regular _____ Irregular

GROOMING _____ Satisfactory _____ Unsatisfactory

	<u>Excellent</u>	<u>Very Good</u>	<u>Average</u>	<u>Below Average</u>	<u>Poor</u>
1. Ability to communicate orally	_____	_____	_____	_____	_____
2. Quality of work	_____	_____	_____	_____	_____
3. Relations with others	_____	_____	_____	_____	_____
4. Dependability	_____	_____	_____	_____	_____
5. Judgment	_____	_____	_____	_____	_____
6. Ability to communicate in writing	_____	_____	_____	_____	_____
7. Motivation/Enthusiasm	_____	_____	_____	_____	_____
8. Overall performance	_____	_____	_____	_____	_____



Strengths of the Internship Student

Areas of Needed Improvement for the Internship Student

If an appropriate position were available would you hire this person? Why or why not?

Additional Comments



EVALUATION OF STUDENT'S ACCOMPLISHMENT OF ESTABLISHED OBJECTIVES

(See Attached for Full Description of Established Objectives)

Brief Description	<u>Fully Accomplished</u>	<u>Partially Accomplished</u>	<u>Little Progress</u>	<u>Comments</u>
1.	_____	_____	_____	
2.	_____	_____	_____	
3.	_____	_____	_____	
4.	_____	_____	_____	
5.	_____	_____	_____	
6.	_____	_____	_____	
7.	_____	_____	_____	
8.	_____	_____	_____	
9.	_____	_____	_____	
10.	_____	_____	_____	

This report has been discussed with the student: _____ Yes _____ No

Rated by _____ Title _____ Dept. _____

Signature _____

Endorsed by _____ Title _____ Dept. _____

Signature _____

Thank you for taking your time to complete this form. We are also very grateful for your participation in the Management Internship Program at Southwest Minnesota State University.

