

NORTH STAR MUTUAL SCHOOL OF BUSINESS
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 North Star Mutual School of Business Internship Program at Southwest Minnesota State University. If you need additional information, feel free to contact us at bis@smsu.edu , 507-537-6223, or visit us on campus at: 1501 State Street, ST 201, Marshall, MN 56258.