

Albion College
GERALD R. FORD INSTITUTE
FOR LEADERSHIP IN PUBLIC POLICY AND SERVICE
Employer's Final Evaluation of Student

 Name of student intern

 Job title or work assignment

 Name of Organization, Company or Office

Work period (circle one) September - December
 January - April
 May - August

Relation with others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others

Attitude - Application to work

- Outstanding in enthusiasm
- Very much interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes right decision
- Often uses poor judgment
- Consistently uses bad judgment

Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Somewhat neglectful or careless
- Unreliable

Ability to learn/adapt

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

Organization

- Uses time in the most efficient way
- Effectively follows established procedures within time limits
- Performs most tasks in an orderly manner
- Occasionally disorganized
- Consumes too much time completing assignments

Student's response to suggestions & criticism

- Actively seeks suggestions for improvement
- Carries out suggestions and shows improvement
- Welcomes criticism but shows little or no improvement
- Has no visible reaction
- Resents being shown his/her mistake

Quality of work

- Excellent Below average
- Very good Very poor
- Average

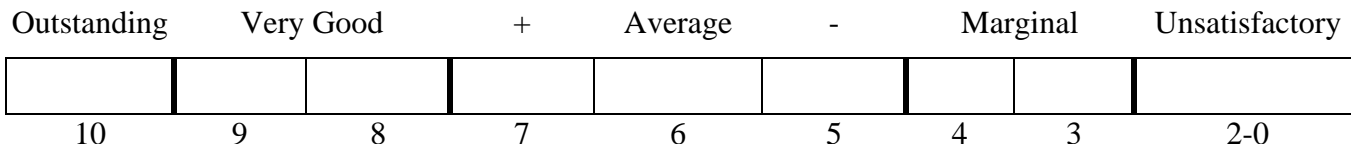
Punctuality

- Regular
- Irregular

Attendance

- Regular
- Irregular

OVERALL PERFORMANCE



If needed, supervisors may attach additional comments to this evaluation.

In which areas of work performance and/or personality has the intern excelled and/or made the best contributions?

What areas of the student's training and/or personality do you feel require improvement to help the intern as a professional in the workplace?

If your organization had a vacancy, would you hire this intern? Why or why not?

Please briefly discuss to what level this internship met your expectations.

Immediate Supervisor: _____
Signature Printed Name

Supervisor E-Mail Address: _____ Date: _____

DID YOU DISCUSS THIS EVALUATION WITH THE INTERN? YES ____ NO ____

PLEASE RETURN THIS EVALUATION TO: Ford Institute, Albion College, 611 East Porter St., Albion, MI 49224 or FAX to (517) 629-0920. May also be e-mailed to the Associate Director.