

Albion College
GERALD R. FORD INSTITUTE
FOR LEADERSHIP IN PUBLIC POLICY AND SERVICE
Employer's Mid-Term 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

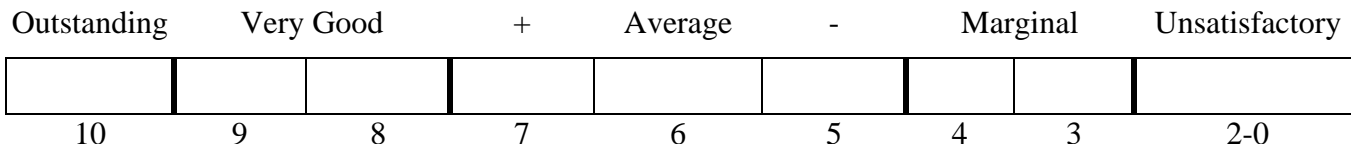
Punctuality

- 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?

What will be the student's greatest contribution to your office?

Please briefly discuss to what level this internship meets your expectations thus far.

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 Associate Director.